



# HOLY INNOCENTS' EPISCOPAL CHURCH

*Transforming Lives, Transforming the World*

Job Title: Director/Minister of Youth and Families

Status: Full Time

Salary: \$50,000.00 - \$55,000.00 (Plus Medical and Retirement Benefits)

Reports to: Rector

## **Who is Holy Innocents'?**

Holy Innocents' is a Christ-centered, Bible-based faith community committed to living out our mission with purpose and passion. Our community is guided by intergenerational and lay-led leadership, rooted in prayer and led by the Holy Spirit. We honor the richness of our Episcopal traditions while embracing growth and new opportunities with eagerness and ambition. As a prayer-centered body, we believe in the power of God to transform lives and communities. We are united across ages and backgrounds by a shared calling to serve, worship, and follow Jesus faithfully.

## **Position Summary**

The position is designed to focus on the discipleship of youth, children and parents. Overseeing and helping to create intergenerational activities that are aligned with our mission statement of Transforming lives, transforming the world. Utilizing in person, virtual and social media contact as tools for building up the Body of Christ. The fullness of the ministry is reflected in the recruitment and training of volunteers of all ages to share in the ministry. All teaching is Gospel centered, and a reflection of our faith tradition using the Book of Common Prayer as a vital tool for encouraging a full and sustainable spiritual life.

## **Primary Responsibilities**

### **Leadership & Vision**

1. Develop and implement comprehensive discipleship strategies for children, youth, and families.
2. Connect family ministries with the church's mission, vision, and core values.
3. Provide leadership and oversight to ministry leaders and volunteers.

### **Children's & Youth Ministry Engagement**

1. Oversee curriculum selection and implementation for children's and youth programs.
2. Ensure safe and engaging environments for age-appropriate spiritual development.
3. Plan and coordinate special events, Vacation Bible School, outreach opportunities, and local/ domestic/ international missions.

### **Volunteer Recruitment & Development**

1. Recruit, train, and equip volunteers to serve in children's, youth and family ministries.
2. Foster a culture of teamwork, spiritual growth, and accountability.

### **Digital Engagement**

1. Develop and adapt digital content for at-home discipleship, including written, audio, and video material.
2. Involve children and youth, where appropriate, in content production and distribution.
3. Effectively utilize social media and other platforms to support current families and reach new audiences.

### **Parent & Family Engagement**

1. Provide resources, training, and encouragement to help parents disciple their children and youth.
2. Help facilitate parents' night out in partnership with Grown and Flown Ministry.



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## **Pastoral Care & Discipleship**

1. Provide pastoral care in partnership with clergy to children, youth, and families as needed.
2. Development of mentorship and discipleship programs for students.

## **Secondary Responsibilities**

1. Assist with church-wide events, outreach initiatives, and community engagement.
2. Manage budgets, policies, and administrative tasks related to family ministries.
3. Collaborate with other church staff to integrate family ministry with the broader church vision.
4. Stay updated on best practices and trends in family ministry through conferences, training, and networking.
5. Follow diocesan safety guidelines, ensuring safe practices in all children and youth activities.
6. Maintain established leadership structure and patterns of ministry.

## **Essential Knowledge and Skills**

1. 3+ years of experience working with youth, children, and families.
2. Strong leadership and volunteer development skills.
3. Ability to teach Scripture and sacramental concepts in an appropriate age setting.
4. Strong organizational ability, excellent verbal, and written communication skills.
5. Ability to prioritize multiple projects and activities while meeting deadlines.
6. Personal initiative, creativity, and innovative thinking.
7. Skills in developing and implementing ministry strategies for personal growth and development of children and youth.
8. Wisdom to know how and when to set boundaries to protect individuals and the integrity of programs.
9. Excellent digital communication and technology skills, knowledge and use of social media in ministry, as well as proficiency in Microsoft Office and Google Workspace apps.
10. Align with our Episcopal traditions in worship and teaching as found in the 1979 Book of Common Prayer.

## **Personal Qualifications**

1. Christ-centered spiritual maturity and demonstrated practice of a spiritual rule of life
2. Professional and pleasant attitude
3. Teachable nature and humility balanced with Christ-centered confidence and assertiveness
4. Ability to pass a background check

## **Education or Formal Training:**

Minimum bachelor's degree (or equivalent experience)

## **Work Environment/Physical Activities**

1. Full-time, in-person attendance at Sunday services as well as midweek evening offerings. Hold regular attendance at weekly youth group (currently on Sundays).
2. Church environment the majority of the time; occasional outdoor activities as planned.

How to Apply Please send resume and cover letter, including three references to [holyinnocentsvalrico@gmail.com](mailto:holyinnocentsvalrico@gmail.com).