

Christ Episcopal Church
120 Ohio St
Huron, OH 44839
419 433 4701

Position Title: Director of Christian Education / Director of Children's and Youth Ministries

Hours: Part time - 10 - 12 hours a week

Reports to: Pastor/Priest as director supervisor; Vestry / To the Parish Committee

Job Purpose:

1. To recruit and organize children and youth ministry at Christ Episcopal Church
2. Support participation of children and youth in the life of Christ Church and the Episcopal Church
3. Work in conjunction with the Pastor/Priest to educate and promote the theology and development of children and youth in the Parish with the goal of preparing for Confirmation

Job Responsibilities / Core Duties:

1. Develop an ongoing, faith based ministry plan for elementary and high school children.
2. Co-ordinate the children and Youth ministry at Christ Church with the assistance of volunteers and other church leaders
3. Oversee the selection and implementation of our children and youth curriculum
4. Cultivate pastoral relationships with children and youth and their families.
5. Collaborate with regional and diocesan children and youth ministry programs
6. Reports to Pastor/Priest for periodic performance evaluation
7. Work collaboratively with Pastor /Priest and Organist/Choir Director to integrate children's involvement in worship and music ministries

Requirements / Qualifications:

1. 4 year degree or life experience that is applicable to the position Someone who enjoys and has experience working with children and youth. Has a clear understanding of their developmental needs. Is willing to know the students well and give them a strong sense of being valued members of the life of the parish and the larger community
2. Excellent communication skills - verbal /nonverbal/written Must communicate effectively with Pastor/Priest, teachers, parents and church staff to ensure smooth running programs
3. Must be able to effectively use: social media / word/ excel
4. Must have understanding of and be familiar with child safety in the church as outlined in *Safeguarding God's Children* program

Must have strengths in the following areas:

1. Listening and following direction
2. Must be a "self-starter" and take initiative when implementing new ideas
3. Administration
4. Professionalism - dress and demeanor
5. Organization and long-term planning
6. Be able to "think on your feet" and make adjustments/changes as necessary (perhaps short notice)

Reimbursement:

Stipend will be \$10 - \$12 an hour

Travel expenses (when attending Diocesan events related to activities of the children or youth of the Parish) at an agreed upon rate per mile.

To apply:

Please send resume, cover letter, and names of three references to
Parish Administrator
Christ Episcopal Church
120 Ohio St
Huron, OH 44839

Applications will be accepted until the position is filled