



ST. PAUL'S

EPISCOPAL CHURCH

St. Paul's Episcopal Church Director of Youth Ministry

Position Open June 29th, 2020 // Applications Close July 24th, 2020

Status: Part-Time (20 Hours per Week)

About St. Paul's: Richmond, Virginia has just been named by the New York Times as one of the 52 places to visit in 2020. It is a vibrant southern city with a very progressive feel. In the heart of downtown Richmond is St. Paul's Episcopal Church. Located just across the street from the Capitol Building, St. Paul's has been called the epicenter of downtown, Richmond. St. Paul's is dedicated to being a living example of Christ's call to prayer, justice, compassion, and reconciliation. We are currently seeking a Director of Youth Ministry who will join this community and team in their mission to communicate and "proclaim Christ in the heart of the city."

The Director of Youth Ministry will support current clergy, staff, and lay leaders at St. Paul's focusing on the development and facilitation of the youth ministry (6th-12th grade). The Director of Youth Ministry will be supervised by Director of Children and Family Ministries and will coordinate regularly with the Director of Adult Faith Formation, as well. This is a part-time position at 20 hours per week. The Director of Youth Ministry will work on Sundays as well as at least two additional days, being available at other times for special events, as agreed upon in advance.

Essential Responsibilities and Duties:

Youth Ministry

- Serve as an advocate for youth across all ministries of the church
- Support the spiritual formation of youth
- Cultivate relationships with the youth and parents/ guardians of the youth
- Serve on the Faith Formation Committee, specifically the Children, Youth, and Families Subcommittee
 - Research and recommend new approaches to youth ministry

- Collaborate regularly with the Director of Children and Family Ministries and the Director of Adult Faith Formation
- Work with the clergy to regularly include youth in worship services
- Plan and program for at least two youth-specific events each month
 - *These youth-specific events include both middle schoolers and high schoolers*
- Recruit, train, and support Youth Advisers to assist with youth-specific events
- Attend parish-wide events such as the Annual Shrine Mont Parish Retreat
 - Provide youth-specific programming for these events, when necessary
- Serve as a liaison between St. Paul's and the Diocese of Virginia
 - Coordinate and chaperone diocesan-wide youth retreats, if we have at least two youth registered to attend

Logistics

- Attend weekly staff meetings
- Coordinate with the Director of Communications and Communications Associate on regular communications with the youth and families, which includes but is not limited to a weekly e-newsletter and the youth ministry Instagram account
- Work with the Faith Formation Committee and Finance Committee to propose and adhere to an annual budget
- Assist in planning fundraising opportunities for the youth ministry

Required Qualifications: Applicants should have a high school diploma or equivalent and at least two years of college coursework. Working experience with youth for at least one year is required. A successful outcome of a background check is required.

Salary: \$17,500

Benefits: Part-time employee benefits as delineated in the employee handbook

To apply: Please send a cover letter, resume, and three references to personnel@stpaulsrva.org.