

## JOB DESCRIPTION

Job Title	Family Minister		
Reports to	Associate for Congregational Development and the Dean		
FSLA Status	Non-Exempt	Hours	20-25 p/wk

### JOB PURPOSE

The Family Minister leads the development of ministries for the youth and families of the St. Paul's Cathedral community: growing the number of participants; creating, developing, and leading child-focused and multigenerational activities; providing Christian formation resources for children and families; nurturing our youth from birth through high school; and equipping our young people for Christian ministry in the world.

### DUTIES & RESPONSIBILITIES

#### Functional Areas

#### Percent of Time

#### **Formation**

(40%)

- Develop and implement a comprehensive program that supports the spiritual, emotional, and social growth of children, youth, and families in our community.
- Collaborate with the clergy and lay leaders to plan, organize, and lead regular formation offerings and events that engage children, youth, and families in the life of our church.
- Work with Executive and Facilities staff to develop and execute special events, liturgy, festivals, and other activities throughout the program year.
- Manage and utilize the Playground in the Nave.

#### **Community Building**

(30%)

- Recruit, train, and supervise volunteers who work with children, youth, and families, including Sunday School teachers, youth group leaders, and other ministry partners.
- Build relationships with children, youth, and families to foster a sense of belonging and connectedness within the church and local community.
- Collaborate with Diocesan colleagues at Quarterly Diocesan Youth Collaborative Meetings and Formation Worker Retreat at Camp Stevens in Mid-October.
- Provide safe space for youth to gather and develop fellowship.

## General Duties

(30%)

- Manage administrative tasks related to Family Ministry; such as budgeting, record-keeping, communications, and event planning.
- Ensure that all programs and activities comply with the Episcopal Church's safe church policies and procedures, including background checks and training for all volunteers and staff who work with children and youth.
- Maintain the cleanliness and supply stock of the Playground, a soft space in the Nave where children and families worship alongside the rest of the congregation.
- Maintain the cleanliness and supply stock of the Infant and Toddler Room,, a soft space in the Nave where children and families worship alongside the rest of the congregation.
- Attend staff meetings and committee meetings regularly.
- Create and manage social media postings of content and general maintaining of Family Ministry accounts.
- Engage in occasional professional development opportunities, including possible attendance of FORMA's annual conference in January.

And other duties as assigned.

## QUALIFICATIONS

- Associate's Degree or higher.
- Experience or training in children/youth ministry is strongly preferred.
- Knowledge of the Episcopal Church's theology, worship, and traditions strongly preferred.
- Ability to work collaboratively with clergy, lay leaders, and volunteers.
- Prior management of volunteers, 2 years.
- Experience working with infants (0-2), toddlers, 2-5) and youth/teens (6-18).
- Passes the background check, and Safe Church, Safe Communities training.

## WORKING CONDITIONS

This is a partial-office position which requires a good amount of walking, standing, lifting, and bending. There is also the need for moving up and down stairs on a regular basis. Working on site on Sundays is required. Occasional Saturdays and evening work is required. Working onsite, and or in the offices for a minimum of 15 hours per week is required.

*\*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*