

Our Vision for Children's and Youth Ministries at St. Paul's, Ivy

It is 10:30 a.m. on Sunday morning at St. Paul's Ivy. A multigenerational congregation fills the pews, with children joyfully chirping through the service. Church feels like home; children and youth feel welcome and excited to be at St. Paul's. They are ready to learn about God and eager to share what they hear in church with their family around the dinner table.

We envision that our Director of Children's and Youth Ministries will coordinate opportunities on Sundays for children and youth to learn about Jesus and to grow in the Christian faith. Elementary-aged children will engage in hands-on learning and play during our formation hour from 9:30-10:15 a.m. Then, before the 10:30 a.m. Eucharist, the Director will warmly welcome families as they walk into the church. During the service, young children will fill the seats in our Children's Chapel as the Director leads the week's lesson in an atmosphere of joy and curiosity. In the evening, they will oversee a boisterous group of middle and high schoolers who are gathered for fellowship, Christian formation, and fun.

We envision having a Director of Children's and Youth Ministry who is excited about our special programming, such as the Christmas Pageant, Vacation Bible Camp, and the backpack blessings. This individual will manage the nursery staff, youth/adult volunteers, and the administrators of St. Paul's relatively new, vibrant preschool. We are also looking for a Director of Children's and Youth Ministries who will generate new opportunities for intergenerational fellowship during the week.

We already have strong children's and youth ministries at St. Paul's. Many families have chosen this community because of its loving and impactful ministries for young people. Nevertheless, we are looking for a Director who will highlight the growing edges in our children's and youth ministries and will creatively develop them further. Our next Director will be an enthusiastic team player, working collaboratively with the clergy, church staff, and volunteers.

Does this vision speak to you? Are you feeling called to be our Director of Children's and Youth Ministries?

St. Paul's Episcopal Church, Ivy
Position Description: Director of Children's and Youth Ministries

Summary

St. Paul's, Ivy is a program-sized, multi-generational parish in a growing suburb of Charlottesville, Virginia. Our mission is to help our community find meaning, joy, and love in Jesus Christ *every day*. We are seeking a **full-time** Director of Children's and Youth Ministries who will help lead our congregation's large population of children, youth, and young families into a greater knowledge and love of God through worship in the Episcopal tradition, Christian formation, service, and fellowship. The successful candidate will have a robust Christian faith, demonstrated success in leading ministries for children and youth, a collegial spirit, administrative acumen, and a heart for people of all ages.

Position Description

Children's Formation

- Develop and manage a comprehensive formation program for elementary school children that includes Christian formation on Sunday mornings and engages them at other times during the year.
- Cultivate relationships with the young families at St. Paul's, Ivy.
- Provide resources and support for parents to offer Christian formation at home.
- Identify, recruit, train, and motivate adult volunteers to assist in children's ministries, and facilitate their training in Prevention of Misconduct and Sexual Abuse as required by the Diocese of Virginia.
- Communicate program information to the young families through a variety of media in a timely fashion, including social media.

Youth Formation

- Develop and manage a comprehensive formation program for middle and high school youth that includes Christian formation on Sunday mornings and engages them at other times during the year.
- Organize and lead the weekly Sunday evening gathering for youth.
- Identify, develop, and disciple youth leaders.
- Connect with youth at school and community events (concerts, sporting events, etc.)
- Communicate program information to youth and their parents through a variety of media in a timely fashion, including social media.
- Identify, recruit, train, and motivate adult volunteers to assist in youth ministries, and facilitate their training in Prevention of Misconduct and Sexual Abuse as required by the Diocese of Virginia.
- Create opportunities for youth to be involved in local outreach projects.
- Organize and participate in the annual youth mission trip to Philadelphia..

Nursery

- Hire and manage the nursery staff.
- Keep the nursery and classrooms orderly and efficient, including ensuring that they have the necessary supplies, equipment, and furnishings.

Administration

- Prepare an annual budget request for children's and youth ministries and maintain a multi-year plan.
- Coordinate the assignment and use of space for children and youth formation.
- Attend weekly leadership team meetings.
- Attend weekly one-on-one meetings with Rector.
- Maintain on-line registrations of children and youth involved in parish programming.
- Maintain rosters for every classroom, including those in the nursery.
- Maintain records of newcomers with children and/or youth.
- Provide information for the annual parochial report and other documents as requested.

Preschool

- Serve as the parish liaison and supervisor for the Preschool Directors.
- Ensure that the preschool spaces are well maintained.
- Participate as a board member on the Preschool Board

Special Programming

- *Children's Chapel*: conduct chapel with homily, prayer, and song for children during 10:30 am worship.
- *Quiet Activity Bags*: create bags and supply items for quiet play during worship services.
- *Take Home Formation*: during Advent, Lent, and Easter activities will be provided for families.
- *Vacation Bible Camp*: produce and support, and direct if necessary, VBC.
- *Holy Week/Easter*: plan and provide Maundy Thursday and Good Friday age-appropriate activities and organize the Easter Egg Hunt.
- *Advent Wreath Workshop*: in conjunction with the leader of this ministry, organize and lead activities for children and youth.
- *Christmas Pageant*: produce and support, and direct if necessary, the annual Christmas pageant.
- *Playground*: manage the maintenance and use of the playground in conjunction with the Parish Administrator.
- *Backpack Blessing*: plan an annual Back-to-School moment during worship to bless backpacks.
- *Exam Care Packages*: send notes and small tokens to college and boarding school students from St. Paul's.
- *Children's Library*: work with the volunteer coordinator to promote, manage, and supply titles.
- *Children's Music*: support as appropriate the Director of Music Ministries.

- *Teacher Appreciation*: plan appreciation activities at the start of the school year, Thanksgiving, Christmas, Easter, and at the end of the program year.

Qualifications

- Bachelor's degree required.
- Experience leading children's and youth programming.
- Demonstrated ability to recruit and train volunteers.
- A willingness and an ability to meet people where they are and to guide them into a compelling vision of children's and youth ministries at St. Paul's.
- Strong written and oral communication skills.
- Knowledge of the Episcopal/Anglican tradition.
- A willingness to be subject to a background check.

Compensation

The Director of Children's and Youth Ministries will receive an annual salary of \$65,000. In addition to their salary, they will receive the following annual benefits:

- Health, dental, and vision insurance for the employee.
- A defined contribution retirement plan for lay employees in the Episcopal Church.
- 20 days of annual leave per year, including up to 4 Sundays off.
- 5 days per year for continuing education.
- Continuing education budget of \$500 per year.

To apply for the position, please submit the following to The Rev. Justin McIntosh (rector@stpaulsivy.org) and Laura Bollier (laura.e.johnson09@gmail.com) no later than April 15, 2025:

- A resume or CV with a cover letter.
- A 3-to-5-minute recorded video in response to this question: "How is Christianity Good News for children, youth, and young families?"
- Contact information for three professional references.