

# Grace Episcopal Church ♦ Bainbridge Island, WA

*inclusion service discovery gratitude*

**Director of Children, Youth, and Families**  
**Grace Episcopal Church, Bainbridge Island**  
New (6/2022) 1.0 FTE

## **VISION FOR THE ROLE**

Grace Church seeks a Christian faith leader with a passion for ministry to children, youth, and families to work alongside lay and clergy leaders in welcoming and incorporating new families into the church.

Under the supervision of the Rector, the person in this position leads and directs faith formation for children, youth, and families; participates on the lay/clergy team responsible for incorporating new members; coordinates and manages scheduling and logistics for programming on Sundays and weekdays; co-plans and leads seasonal events and special days; encourages small-group development in all areas of ministry; assists in recruitment, training, and supervision of volunteers; and oversees Nursery Staff as their direct supervisor. This is a 40 hour per week position and includes Sundays and occasional evening work.

## **RESPONSIBILITIES AND DUTIES**

### Overarching responsibility

- Works with Rector to plan creative faith formation for children, youth, and families, employing arts and engaging people of all generations in participating with children and youth programs
- Attends specifically to the needs and gifts of families in parish life
- Oversees implementation of the strategic plan in their areas of responsibility

### Program development and leadership:

- Leads planning and oversees delivery of all faith formation programs for children, youth, families
- Supports mutual relationships between people of different generations, developing programs to integrate and raise up the voices and participation of people of every generation in our community
- Facilitates opportunities for children and youth to join in Grace's worship and life together
- Attends Program Ministry Council meetings and works collaboratively with ministry leaders

### Program responsibility: Children

- Directs implementation of Sunday offerings for children from 5-15
- Leads the effort to recruit, train, and supervise volunteers
- Schedules and oversees work of paid nursery staff on Sunday
- Anticipates and manages logistics for program delivery
- Oversees the setup and cleaning of children's ministry areas before and after Sunday worship
- Maintains adequate supply inventory and purchases supplies when needed
- Leads Sunday school classes when necessary
- Assists in welcoming new families with children

#### Program responsibility: Youth

- Helps to recruit, train, and supervise volunteers
- Strategizes with Rector to offer formation programming for youth, September through May
- Plans and leads youth retreats and formation events
- Works with Rector to support children and youth in preparation for Baptism or Confirmation
- Recruits and nurtures youth leadership in Sunday programming, both in formation and worship activities
- Recruits and nurtures youth involvement in mentoring children as summer counselors and classroom helpers

#### Program responsibility: Families

- Works with Rector and Program Ministry Council to discern the ministry needs of families in the current context
- Helps maintain the church database of contact and status information about children, youth, and families
- Collaborates with Rector to lead faith formation parish-wide that deepens the understanding and appreciation of the gifts and challenges of families in our community

#### Annual events requiring the Director's leadership and collaboration:

- Homecoming Sunday (usually 2nd Sunday of September)
- Parish Retreat (usually in October)
- Advent/Christmas Pageant
- Graduation of Seniors (late May, June)
- Summer Camp

#### QUALIFICATIONS

- Minimum of Bachelor's degree, preferably in education, religion, child development, or social work
- Experience as a leader of Christian youth and children's ministry
- Trained in the Godly Play Curriculum (or willing to be trained) and familiar with at least one formation curriculum for youth
- Spiritually grounded and committed to intergenerational Christian faith formation
- A desire to invest in and facilitate mentoring relationships and intergenerational programming
- Strong organization-development skills
- Compassionate, deeply present and energetic; creative and self-motivated; works well with volunteers and staff alike; a team player who collaborates with program staff and rector on shared ministry to members

#### Hours and Compensation:

- 40 hours/week. Salary is competitive and commensurate with experience.
- Benefits, pension, and paid time off are part of the employment package.

Grace Episcopal Church is an equal opportunity employer and consideration will be given to all candidates regardless of race, color, religion, gender, sexual orientation, national origin, age, marital status, medical condition, disability, or genetic information.