

## Position Description

# YOUTH MINISTRIES COORDINATOR

St. James' Parish\*, Waimea, Hawai'i Island

\*St. James' Parish includes St. James' Church (Waimea), our mission St. Columba's Church (Pa'auilo) & our Beach Mass (Kawaihae)

Employment Status: Part-Time (25 hours per-week), non-exempt employee

Compensation: \$16-18 an hour plus benefits

Supervisor: Rector

## OVERVIEW OF POSITION

The Youth Ministries Coordinator, also referred to as Youth Pastor, is passionate about educating, inspiring, and nurturing children and youth in their relationship with Jesus Christ and their love, support, and outreach to their 'ohana and the greater community. The Youth Ministries Coordinator is a committed Christian who can support our Parish's commitment to Biblically-centered spiritual formation and education, respecting the dignity of every human being, social justice, radical hospitality, sharing the love of Christ, and building up the Kingdom of God.

*Being an ordained minister is not a requirement for serving as the Youth Ministry Coordinator at St. James'.*

## MINISTRY RESPONSIBILITIES

The Coordinator shall supervise, coordinate and share in the Christian formation and education of our children, youth and families.

The Coordinator's responsibilities and duties shall include, but not be limited to following: *(Listed in order of priority)*

- **Expanding and enhancing parish ministry with children of all ages**, including recruiting, training and supporting adults within the parish to assist on an as needed basis.
- **Offering Pastoral Care:** Sharing in the general pastoral needs of the parish, with specific attention to the pastoral needs of the children, youth and families of our parish 'ohana.
- **Organizing, planning and facilitating bi-monthly Junior/Sr. High youth group gatherings.** Including devotional activities; social outings (movies, parish dinners, diocesan youth programs etc.); youth retreats and overnights; and service, outreach and mission-based projects for the youth. Develop personal relationships with youth by creating a welcoming, fun and inclusive culture, being a friend and positive role model, and providing spiritual counseling as needed; also develop close ties with parents/guardians to support youth faith formation.

- **Supporting the supervisors of Sunday school (Godly Play)** including assisting in recruiting, training and supporting Christian education teachers, as well as teaching as needed. Program Year (September-May): Sunday Godly Play at St. James' & St. Columba's. Summer (June-August): Play and Experiential Programming. All Year: Work with the Parish Administrator to coordinate and publish monthly volunteer schedule for Sunday School and Nursery; Purchase and inventory Godly Play Supplies; Communicate with younger children's families/ Cultivate opportunities for children to be connected with and participate in the overall life of the parish, both children already attending and those who are not yet.; Maintain the Sunday School (Godly Play) budget and other important documentation (ie. Enrollment, Safeguarding training, etc.); Attend annually continuing education programs in Children's Ministry
- **Supporting, encouraging and creating opportunities for youth to be involved in worship** as approved by the Rector, including acolyting, reading, singing, dramas, etc. Assisting with special liturgies for and with children and youth, special events, baptism and communion instruction and confirmation. Special liturgies include the Christmas Pageant, Good Friday Children's Liturgy, Mother's & Father's Day Sunday, and others opportunities as they arise.
- **Restarting and supervising our after-school program** for Pacific Island children.
- **Networking** with pastors/youth workers/teachers from other churches and schools in the community to advocate for and make positive changes in the lives of children in our immediate area and on our island home.
- **Helping our parish organize and start a children & youth music ministry**, such as a youth ukulele group, hālau, and/or youth choir with the goal of having them participate once a month in worship at either St. James' 7:30 or 9 AM services, St. Columba's 9:30 AM service or at our 5 PM Saturday Beach Mass.
- **Supporting our parish's long history and connection with HPA.** Also reaching out to other schools, homeschoolers, and organizations in the community to recruit and/or collaborate with for youth programs.
- **Being a presence in the wider community** as a minister of our parish, supporting our youth in sporting, musical, theatrical, and other events, as well as making pastoral connections with youth not associated with our parish.
- **Directing and planning a week-long summer Vacation Bible School**, especially the teens' role as counselors.
- **Attend annually continuing education programs** in Youth Ministry as offered by our diocese or wider Episcopal Church, and also in relevant trainings related to youth engagement and developmentally appropriate best practices as approved by the Rector.

## **GENERAL RESPONSIBILITIES**

- Initiate, implement, and oversee religious curriculum development, consistent with the Episcopal Church, to meet the particular needs of parish children and youth and their families.
- Meet weekly with the Rector.
- Regularly participate in the worship and community life of the parish congregations.
- Be available to attend Vestry meeting as requested by the Vestry.
- Communicate and advocate with the congregation about the Children's and Youth Ministry programs.
- Maintain and regularly update the Children's and Youth Ministries pages on the Parish website and Facebook page.
- Maintain Safeguarding God's People Certification through the Diocese.

## **PHYSICAL AND OTHER REQUIREMENTS**

- Ability to participate physically with our kids, such as leading beach camping trip, hikes or other activities as maybe planned.
- Must have a valid driver's license, personal transportation and insurance.

## **SKILLS AND ATTRIBUTES**

- A baptized Christian with well-grounded and mature Christian faith, with the ability to articulate it to young people.
- Experience working with children and youth ideally in an education capacity.
- A demonstrated commitment to working with children, young people, and parents in a high-energy and dynamic environment.
- Ability to coordinate music opportunities, working with musicians both within the parish and in the wider community.
- The ability to read, write and speak English fluently. Other languages, such as Hawaiian, Ilocano, or Marshallese a plus.
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Strong written, verbal, interpersonal, and listening skills.

- Effective, concise, and thoughtful communicator.
- Proficient and knowledgeable in Microsoft Office (Word, Excel, and Outlook). Use of Publisher a plus. Also, proficient and knowledgeable with Facebook, Twitter, Instagram, and other social media platforms.
- High school degree or GED equivalent.

**THE IDEAL CANDIDATE for the Youth Ministry Coordinator (Youth Pastor) Position** is a natural organizer with great social skills and a love of kids of all ages. Team building, both through positive leadership and through a gracious willingness to let others exercise their leadership, is crucial for an ideal candidate. The ideal candidate has a deep faith from which he or she can respectfully engage and nurture faith in others. Familiarity with and respect for the life and culture of our island home, as well as the way the Christian faith is lived out in the Episcopal Church. Previous experience in ministry with kids.

## **OTHER**

Employment is contingent on successful completion of background check and completing Diocese/National Church's Safeguarding requirements.

The Youth Pastor is required to report any known or suspected instances of child abuse or neglect.

## **ABOUT ST. JAMES' PARISH**

St. James' Parish seeks to thrive as a center of Christian spiritual formation and witness of the good news of God's grace on our island home. With currently four opportunities for weekend worship at three different locations, we joyfully seek new opportunities to help people connect with God. Our parish 'ohana is like a beautiful Hawai'ian quilt, we are a colorful tapestry of faith weaving together both believers and seekers. We say: we are a church which is loose around the edges and solid at the core. We mean that we hold to the fullness of the Christian faith as we have received it, but we try to practice the openness that Jesus displayed in his own life. He rejected judgmental religion and believed everyone had a right to a relationship with God and a welcome in the community. So do we.

We are a Church of Jesus Christ, where we join with billions of Christians around the world in seeking the truth and loving justice of God's reign in our own lives and in the life of the world around us. As a parish in the Episcopal Diocese of Hawai'i, we are a member of the worldwide Anglican Communion that together has over 70 million members in 163 countries. The Episcopal Church is rooted in the historic teachings of Jesus Christ and nourished by thoughtful engagement with the Christian Holy Scriptures. The Episcopal Church is uniquely positioned as a Protestant (reformed) tradition that also draws upon our rich liturgical and spiritual roots of the

early Roman and Orthodox Churches. Worship is at the heart of who we are as a community of faith and seeks to honor the values of tradition, inclusivity, and transformation.

Our parish is committed to fostering a community dedicated to honoring the diversity of the human experience, and is an Equal Opportunity Employer which does not discriminate on the basis of race, color, place of national origin, sex, age, sexual orientation or physical handicap.

To learn more about St. James' Episcopal Parish congregations, please visit [stjameshawaii.org](http://stjameshawaii.org) and [stcolumbashawaii.org](http://stcolumbashawaii.org)

## **APPLICATION PROCESS**

Interested applicants please submit by April 10, 2016 a letter of interest with a resume that includes three references (two professional references and one personal references).

Please submit your materials by email in PDF format to [resume@stjameshawaii.org](mailto:resume@stjameshawaii.org).

Please do not call the Church office or drop-off the materials in person.