



### ***Staff Job Description***

## **Director of Children and Youth Ministries**

### ***Church Overview***

St. John's Episcopal Church is a pastoral-size parish in Oakland, California. Our vision is to manifest God's love through invitation, inclusion, faith and action. Our parish prides itself on being welcoming, innovative and action focused. We have a great sense of humor while we engage in serious work. We like to say "St. John's has left the building", and we have. We are the founding congregation for Confirm not Conform, a national Confirmation program, which is now in over a thousand congregations and growing. St. John's also co-founded a regional community organizing effort that continues to build networks and impact major policies in the region. We are seeking ways to extend our relevance to the unchurched now and in the future.

### ***Position Overview***

The Director of Children and Youth Ministries (DCYM) serves to guide St. John's in living out its mission for children and youth: "in an inclusive spiritual community, we equip families to be agents of change." The DCYM oversees the creation and delivery of a holistic formation program from birth through high school graduation and beyond, including intentional spiritual nourishment of the caring adults who walk alongside children and youth during these times. St. John's seeks a person who is passionate about social and environmental justice and equity, and who is excited to empower children, youth, and families to take action locally and beyond. Special attention to intergenerational connection and formation is important to the fabric of the St. John's community. The St. John's community is actively revolutionizing its children, youth, and family ministry, and seeks an energized, visionary leader who is excited to build and create on a strong foundation.

### ***Responsibilities***

#### **Innovative Leadership & Collaboration**

- Vision, plan, and implement a holistic spiritual formation path for children, youth, and their caring adults in collaboration with the Renovation Team, staff, and key volunteers.
- Collaborate with staff and lay leadership to provide special events and worship experiences for children and youth.
- Develop and lead outreach and service projects.
- Collaborate with other ministry leaders to provide support on major church-wide events.
- Conduct youth Confirmation in collaboration with the Rector.

#### **Communications for Impact**

- Articulate to parents and the parish the purpose and goals of the church's children and youth programs.
- Develop and execute an overarching communications plan for children and youth ministry, including outreach via emails, social media, mailings, phone, and text.
- Partner with church staff to include children and youth ministry updates in parish-wide communications such as the website, bulletin, emails, and social media.
- Maintain up-to-date database records for children, youth, and families.

### Connections & Community

- Recruit, train, and empower volunteer leaders for the children and youth ministries on a regular basis.
- Build personal, pastoral relationships with children, youth, and parents.
- Connect St. John's with the wider local community, and grow the number of youth and families actively participating in youth/children's activities
- Oversee the integration of children and youth into the life and ministry of the parish.
- Provide personal spiritual nourishment for parents of all stages and equip them with tools and resources to serve as faith leaders for their children.
- Lead full integration of neurodiverse populations into the life of the church

### Organizational Duties

- Manage nursery calendar and child care workers, including hiring, training, and support.
- Manage compliance with "Safeguarding God's Children" requirements as required by the Diocese of California.
- Submit and maintain the annual budget for children and youth ministry.
- Participate in weekly staff meetings.
- Perform other duties as requested by Rector.

### **Qualifications**

As an open and actively growth-seeking congregation, St. John's welcomes candidates from all types of backgrounds including seminary, ordained ministry, faith-adjacent non-profit or community organizing groups, and youth-oriented spaces. Regardless of work experience, the key characteristics in our person will be an openness to learning, a strong spiritual foundation, and a keen eye for innovation and relationship.

- 3-5 years paid relevant work experience
- Grounded personal faith and respect for and openness to the Episcopal tradition
- Dedication to personal spiritual practices
- Commitment to intergenerational ministry
- Organizational and administrative skills for sustainable program management
- Strong oral and written communication skills, including social media

### **Reporting Structure and Position Classification**

The DCYM reports directly to the Rector. This is a full-time (40+ hours per week) exempt position, primarily working Sunday through Thursday, with weekend and evening work, as well as some travel. Adequate comp time will be provided in the case of overnight travel.

The anticipated salary range is \$62,000-70,000 dependent upon experience. Benefits align with standard lay Episcopal offerings. To learn more about St. John's Episcopal Church, please visit their website <https://www.stjohnsoakland.org/>.

Qualified applicants are invited to share a resume and cover letter with Martha Whitesides [martha.whitesides@ministryarchitects.com](mailto:martha.whitesides@ministryarchitects.com).