



**Job Title:** Children, Youth & Family Minister

**Job Description:** The Children, Youth & Family Minister is responsible for welcoming and engaging children, youth, and families in the parish including coordinating the Children's ministry (Sunday School and Nursery), Youth ministry (including youth group and confirmation), and Guided Family liturgy (GLF), communicating with families and working with the communications minister to promote programs for Children, Youth & Families within the congregation and the community.

**Responsibilities include:**

- Nursery and Children's Ministry
  - Manage recruiting and support of the nursery care program and staff
  - Be the staff contact person for Sunday School. Work with ministry leaders to communicate with families
  - Make sure appropriate information regarding the children's ministry is up to date on the website and promoted accordingly
  - Be the staff contact for Christmas pageant
  - Help with curriculum development and support
  - Recruit, develop, and support volunteer leadership
  
- Youth Ministry
  - Recruit, develop and support volunteer leadership
  - Coordinate and manage confirmation class
  - Work with the ministry leaders and volunteers to manage and schedule youth group and confirmation classes
  - Be a sounding board and staff contact for the youth ministry leaders
  - Make sure appropriate information regarding the children's ministry is up to date on the website and promoted accordingly
  - Co-Lead Holy Land pilgrimage
  
- Guided Liturgy for Families (GLF)
  - Coordinate with GLF ministry leaders and act as a liaison
  - Welcome and know the families
  - Attend GLF services

**Requirements:** The Children, Youth, and Family minister should have the following skills, education, and experience.

- Experience working with children and youth and comfortable with Christian education
- Outstanding written and verbal skills
- Proficiency in computer skills such as email, word processing, and spreadsheets
- Comfortable learning and working with church contact management program (Realm)and mobile app
- Comfortable using social media
- Excellent interpersonal skills

**Part-time salaried, exempt 20 hours per week**

**Reports to: Rector**

**Epiphany is dedicated to providing a welcoming environment with safe, secure, and well-maintained physical spaces for its congregation. Epiphany is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants.**

***An offer of employment for this role will be contingent upon the successful completion of a background check.***