

**St. Mary's Episcopal Church**  
**High Point, NC**  
[www.stmarysepisc.org](http://www.stmarysepisc.org)  
**336.886.4576**

### **Staff Position Announcement**

St. Mary's Episcopal Church is seeking a full-time Director of Children's and Youth Ministries. The DCYM will have oversight of Christian formation and education programs for birth through 12<sup>th</sup> grade students and their families. A competitive compensation package accompanies this position.

St. Mary's is located in downtown High Point, the furniture capital of the world. The parish is highly supportive of children's and youth formation. Since December of 2012, we have opened two new buildings (a total of 36,000 square feet) that have expanded our facilities for children's, youth, and family programming. Two youth ministry endowments ensure adequate funding for the young people of our parish.

A position description follows below. Please call or email with any questions. Resumes and CDO profiles must be received by May 9, 2016 to be considered. Please send resumes and CDO profiles to:

The Rev'd David Umphlett  
St. Mary's Episcopal Church  
108 West Farriss Avenue  
High Point, NC 27262  
[davidu@stmarysepisc.org](mailto:davidu@stmarysepisc.org)

**Position Description**  
**Director of Children's and Youth Ministries**  
**St. Mary's Episcopal Church, High Point, NC**  
**20 January 2016**

---

General

In Holy Baptism, those gathered are asked, "Will you who witness these vows do all in your power to support these persons in their life in Christ?" The Director of Children's and Youth Ministries is called to lead the parish in fulfillment of this corporate promise to young people from birth through twelfth grade, and to support parents and families as they seek to fulfill their own baptismal covenant within their homes. Christian formation for young people from birth through twelfth grade includes, but is not limited to, Youth Group, Youth Bible Study, Children's Chapel, Godly Play, intergenerational programs, family programs, evening programs, mission trips, service projects, and diocesan and Episcopal church-wide events. The mutual ministry of clergy, staff, and lay volunteers benefiting the young people of this parish is initiated, organized, and coordinated by the full-time Director of Children's and Youth Ministries (DCYM).

Children's Ministry

- Recruit, train, support, and empower adult children's ministry leaders.
- Hire, train, and manage childcare workers for the nursery.
- Facilitate Children's Chapel.
- Work with Godly Play doorkeepers and storyteller to plan and implement mid-week Godly Play classes for children age 2 ½- 5<sup>th</sup> grade.
- Plan events for families with young children under age 5.
- Work to build relationships with our children through support of their lives outside of church, for example, by visiting children for lunch at school.

Youth Ministry

- Working collaboratively with Episcopal Youth Community (EYC) Leaders to design, plan, and implement a 6<sup>th</sup>-12<sup>th</sup> grade Youth Group Program that empowers young people to lead and supports them in their ministry with one another and in the larger community.
- Work to build relationships with our youth through support of their lives outside of church, for example, by attending the various events of their extra-curricular activities. The use of various communication media in appropriate ways is expected.
- Encourage participation in the local youth coalition, diocesan activities, and other special events like mission trips and pilgrimages.
- Recruit, train, support, and empower adult youth leaders.

- Maintain appropriate boundaries in work with young people.
- Gather regularly with the Episcopal Youth Community (EYC) Leaders to reflect upon and evaluate the work being done.

### Family Ministry

- Working collaboratively with the Family Ministry Committee to initiate, implement, and oversee programs for children, youth, and families at St. Mary's.
- In consultation with the Rector and Adult Christian Formation Committee, coordinate regular intergenerational programs for the whole parish.
- Provide resources that translate to the home environment for parents to use with their children, such as Bible stories, activities, prayers, and Advent wreaths.
- Recruit, train, support, and empower volunteer leaders for children's and youth ministries.
- Gather regularly with the Family Ministry Committee to reflect upon and evaluate the work being done.
- Foster relationships between young people and adults in the congregation.

### Additional

- Participate fully in the liturgical life of the parish, including but not limited to, Sunday worship.

### Administrative

- Position reports to the Rector.
- Purchase curriculum and supplies for children's and youth ministries programs.
- Participate fully in the administrative life of the parish.
- Prepare and submit quarterly article for the parish magazine.
- Communicate through parish publications (both paper and electronic), bulletin boards, and through other communication methods as applicable and effective (e.g. Facebook).
- Keep regular office hours in coordination with the Rector for the sake of communication with the Rector, staff, and parish.
- Participate in weekly and bi-monthly staff meetings.
- Develop and manage a budget, approved by the Vestry, for the support children's and youth ministries.
- Provide a calendar of events to the Parish Administrator and update it regularly.
- Be effective at delegating responsibilities within support network.
- Pursue continuing education through sources such as conference, retreats, and seminary courses related to Christian formation with young people and families. Nearby Duke University has Master's level programs in youth ministry and Christian formation.

- Communicate to the clergy any pertinent information for the pastoral care of the young people and their families.
- Support the teaching found in sermons and other communications from the clergy.
- Maintain a complete and up-to-date roster, including but not limited to, attendance, birthdays, and graduation, for the purpose of planning and evaluating Christian formation in the parish.
- Attend Sexual Misconduct Prevention Training and coordinate training for all volunteers. Keep records to ensure that all volunteers are properly trained.
- Submit a report for the Annual Parish Report.
- Effectively manage time in the annual life-cycle of the parish. For example, summer may be a time of intense planning for Christian education in order to make available time during the school year for relationship building with young people.

### Qualifications

- A Bachelor's degree is required. A Master's degree in Youth Ministry, Christian Education, or equivalent experience is especially welcomed.
- Experience in all or part of the following ministry areas is required: youth ministry, children's and family ministry, and Christian education and formation.
- We are seeking a person with a strong passion for the Christian faith (and preferably for the Episcopal tradition) with the ability to articulate it to young people.
- We are seeking a person with a commitment to children, young people, and parents, who values them as an integral part of the total spiritual and social development of the parish family.
- We are seeking a dynamic person with excellent leadership skills who can educate, inspire, and empower young people, teachers, volunteers, and parents.
- We are seeking a person who has a genuine affection for children and young people.