



## Director of Youth Ministry Job Description

### Parish Profile

Christ Church is located in the seaside community of Ponte Vedra Beach, Florida, near Jacksonville. Founded in 1951, Christ Church is a worshipping community of 5,300. Average Sunday attendance is over 900 at 9 Eucharistic services on two campuses. Christ Church currently has four full-time priests, two vocational deacons, program staff, administrative staff, and hundreds of devoted lay ministers. We are an inclusive community of Christians with diverse faith backgrounds committed to creating a loving worship space through a process of welcoming, engaging, and transforming with all who will join us in discipleship and ministry.

### Position Overview

The Director of Youth Ministry will be responsible for developing, coordinating, and administering an effective and comprehensive ministry for youth between grades 6-12, and their families. This person will be part of a Christian Formation Team, working alongside the Director of Children's Ministry and reporting to the Associate Rector for Formation. This person will work with the staff and key volunteers to establish a vision for youth ministry as well as build the infrastructure necessary for a sustainable model of youth ministry, including a commitment to the position for at least a three- to five-year term. **Qualified candidates should send a cover letter and resume to the Reverend Laura Mann Magevney at [Lmagevney@ccpyb.org](mailto:Lmagevney@ccpyb.org)**

### Position Responsibilities Vision and Leadership

- Work collaboratively with the Christian Formation Team to establish a sustainable model of youth ministry.
- Contribute to and collaborate with the broader church for integrated, meaningful, and intentional ways to connect the youth of Christ Church to the church.
- Build and train teams of adult volunteers to lead programming for youth, fostering long term engagement between youth and adults. Maintain meaningful, encouraging relationships with volunteers where volunteers feel equipped and valued.
- Provide leadership and facilitate a vision for youth ministry by working with the formation ministry staff and key volunteers to create a mission, core values, and multi-year goals.

### Relationships

- Develop personal relationships with youth by creating a welcoming, fun and inclusive culture, being a friendly resource and positive role model, providing safe spaces and spiritual care as needed and developing close ties with parents to support youth faith formation.
- Identify, develop, and disciple youth leaders, creating opportunities for youth to be involved in leadership roles in Christ Church.
- Track and follow up with visitors to all youth programs.
- Foster relationships with adult parishioners to develop a committed network of volunteers.

### Programming

- Oversee the development, planning, and implementation of comprehensive formation for youth including (but not limited to) weekly middle and high school youth group meetings, Formation classes on Sunday mornings, youth Confirmation class, small groups, Bible study and opportunities for mission and service.

- Initiate, implement, and oversee religious curriculum development, consistent with the Episcopal church, to meet the particular needs of parish youth and their families. Work collaboratively with the formation staff to develop a comprehensive and cohesive Christian formation plan.
- Plan and coordinate retreats and trips, with an emphasis on local community involvement, and participate in and encourage involvement in Diocesan youth activities.

### **Administration**

- Communicate program information to youth, parents, and the parish at large through a variety of media in a timely fashion.
- Ensure that all church guidelines are followed including safe church and transportation policies.
- Work with program leaders and staff collaboratively to support the mission of Christ Church.
- In consultation with the appropriate person(s), create, and maintain an annual budget, and steward the financial resources for youth ministry.
- Ensure records for all youth and volunteers are up to date and attendance is tracked for all events in church management software.
- Attend staff and formation team meetings.
- Coordinate youth activities with the church master program and facilities calendar.

### **Qualifications**

The ideal candidate should have a minimum of 3 years of experience in youth ministry, exhibit high integrity, sound judgement, ability to handle challenging situations with quick decision-making and problem-solving skills, grace under pressure, and a good sense of humor.

#### **Candidates must have:**

- A well-grounded and robust Christian faith, with the ability to articulate it to young people.
- A demonstrated commitment to working with young people, parents, and volunteers.
- Outstanding leadership and relationship skills for educating, inspiring, and empowering young people, teachers, volunteers, parents, and reaching out to newcomers.
- Knowledge of the Bible and understanding of relational/incarnational youth ministry.
- Proficiency in Microsoft Office programs.
- Bachelor's degree or equivalent; a degree in youth ministry, Christian education, or similar is especially welcomed.

This position requires approximately 40 hours per week including nights, weekends, and multi-day summer trips. The Director must hold a valid driver's license and own a vehicle with insurance and a safe driving record. Employment at Christ Church requires a background check, drug screening, completion of the Episcopal Church Safeguarding programs, and all application forms.