



# GOOD SHEPHERD

EPISCOPAL CHURCH & SCHOOL

TEQUESTA, FLORIDA

**Position:** Director of Children, Youth, & Family Ministries

## **Ministry Context**

Good Shepherd Church and School is a program-size Episcopal congregation located in Tequesta, Florida. We have average Sunday attendance of 300, with approximately 60-70 active children and youth. Several young families have joined the church in recent years and continued growth of this demographic is a central component of our ministry. Our parish day-school is on the same property as the church and has an enrollment of 120 students (Pre-K through 5<sup>th</sup> grade).

## **Position Description**

This full-time lay position will oversee the development of programming for children, youth and family. The Director will foster a safe, friendly, and welcoming environment where all may experience the love of God and be spiritually nurtured as disciples of Jesus Christ. These ministries are a key component of the spiritual formation offered at Good Shepherd Episcopal Church and School.

## **Primary Duties and Responsibilities**

### *Relational Ministry:*

- Actively build relationships with youth and their families.
- Actively work to foster intergenerational ministry opportunities.
- Actively seek opportunities to enhance relationships and ministry opportunities between the Good Shepherd Church and School.
- Maintain excellent communication with youth, parents, and the church through a variety of print, digital, and social media.
- Develop and implement systems for tracking attendance

### *Program Development:*

- Develop programs and activities that excite and encourage faith development and growth, are relevant to the time of life, and build relationships.
- Ensure thorough preparation for programs and activities: information is shared with all necessary parties, proper documentation is collected, the required number of volunteers are secured and trained, and all safety and protection procedures are followed.
- Organize, communicate, and promote weekly programs and special events.
- Advocate for children, youth, and their parents in the context of the whole church community, continually bringing to the forefront those issues that are important to the spiritual nurture of children, youth and families.

### *Leadership Recruitment & Training:*

- Create volunteer positions that have clear results-based job descriptions.
- Recruit volunteers for all children's and youth ministry programs and events.
- Provide ongoing trainings for the children's and youth ministry volunteers.
- Ensure all adults involved in the children's and youth ministry programs have met the necessary requirements for serving as a volunteer (such as Safeguarding training and background screenings) and that all adults are engaging in safe church practices.

### *Vision and Planning:*

- The Director effectively shares the vision of the children's and youth ministry with the children, youth, parents, volunteers, church staff and the church as a whole.
- Youth, parents, and staff understand the vision and can articulate how different aspects of the ministry fit into the vision.
- The Director continually evaluates the effectiveness of the ministries in relation to the short and long-term vision, soliciting input from youth, parents, church staff and others.

### *Collaborative Ministry:*

- Develop a team relationship with other parish leaders.
- Participate in administrative and leadership meetings, as needed, including attendance at weekly staff meetings.
- Follow parish financial policies and guidelines, and communicate with the parish treasurer regarding the status of youth ministry funds that are received and expensed.

### **Preferred Qualifications and Skills**

- A growing and personal relationship with Christ
- A bachelor's degree or higher
- Three+ years' experience in children's, youth or family ministry
- Excellent communicator through all media (oral, written, digital, etc.)
- Understanding and empathy for children, youth and their families
- Organized, proactive, self-starter
- Creative, collaborative spirit

### **Compensation and Benefits**

The position is full-time (40 hours per week), with salary and the following benefits:

- Competitive Salary
- Group Medical, Dental, Vision and Life Insurance premiums paid by Good Shepherd
- 403(b) Retirement Savings Plan with a generous company contribution and match
- Paid Vacation, Personal, and Sick Days
- Paid Holidays

### **Interested Applicants**

Submit a cover letter and resume to Merike Seely – [mseely@goodsheponline.org](mailto:mseely@goodsheponline.org)

#### **Contact Information**

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