

## **Director for Youth and Lifelong Formation**

Parish of the Epiphany is an engaged, loving, and vibrant community of faith in the Episcopal tradition located in Winchester, MA. Our staff is committed to a work ethic that is collaborative, creative, and joyful. The Director for Youth and Lifelong Formation is a key position as we seek to strengthen, care for, and support the lives of our middle and high school youth and the larger parish in our following of Jesus. This position is full-time (hours negotiable) with benefits. This new position will seek to renew and reimagine our current ministry with youth and families, as well as reach out to engage the larger community in order to build relationships focused on supporting and encouraging youth to create health and wholeness. The ideal candidate will be someone who is passionate about their faith and following the way of Jesus, committed to building a revitalized ministry, as well as inspiring and encouraging youth in their faith journeys. This candidate will be proactive in exploring new ways to nurture the Christian faith, reaching out to community partners, and collaborating with other staff and church leadership to co-create a church culture that wholly embraces youth and their gifts. In addition to renewing and reimagining our youth ministry, this position will work collaboratively with the leadership of the parish and staff to create small group ministries within the parish that promote life-long formation and connect our multi-generational community. The ideal candidate is comfortable communicating with all demographics within the community, values connecting across the generations, and is particularly passionate about nurturing, growing, and pastoring with youth and their households.

### **Our Director for Youth and Lifelong Formation will be:**

- Christ-centered with a spiritual life grounded in prayer
- A creative collaborator, who values communication and is digitally adept
- Committed to meeting people where they are
- Intellectually curious
- Committed to learning
- A self-starter and builder
- Respectful of different opinions
- Watching for what's coming, connected to the larger church, and challenging Parish of the Epiphany to grow, deepen, and risk
- In spiritual direction with a spiritual director or therapist or open to this
- Resolute in maintaining a healthy balance between the professional and personal, by prioritizing core relationships such as family, friends, and outside-church relationships

## What about us?

- Epiphany is a vibrant suburban parish outside Boston in Winchester, MA. We are committed to growing both the size and depth of our parish through self-discovery, developing new leadership and engagement with our neighbors. We believe that God is calling us to deeper commitment to the larger community, to traditioned innovation, and to creating a diverse, joyous, and loving church.
- Epiphany is a broad church that seeks to offer the full embrace of Jesus to all people. Practically speaking this means that we have a broad spectrum of theological, social and political opinions represented but all can find a place of embrace. We are inclusive and invitational to all of God's people and are seeking to deepen this shared value.
- The staff is committed to being collaborative, complementary, non-competitive, and challenging in order to deepen our shared ministry together.

## Responsibilities of Director for Youth and Lifelong Formation:

- Recruit for and create a Youth Leadership Team in order to help re-imagine, implement, and support the ministries for youth and families at Parish of the Epiphany.
- Plan, design and implement a wholistic ministry with the youth of the parish that is rooted in mutual relationship, a commitment to meeting youth where they are, and encouraging an environment to help people grow in owning their faith.
- Create and implement opportunities to partner with, engage, and provide hospitality to community partners who build up the well-being of youth in our greater community
- Design and implement a youth Confirmation program, incorporating parents and non-parent mentors in the program
- Collaborate and work with staff colleagues to help create a church culture that welcomes youth leadership
- Recruit and train volunteers for various roles as mentors, teachers, and chaperones
- Foster a healthy and safe church space and culture that cares for every individual; manage and ensure that Safe Church Training has taken place for all volunteers.
- Maintain accurate youth and family membership information with parish administrators
- Prepare and manage annual youth budget in accordance with parish by-laws and policies

- Work collaboratively with clergy and staff to integrate children and youth into worship leadership roles
- Foster and maintain partnerships with regional and diocesan youth ministry partners
- Work collaboratively with the Mission and Outreach ministries to engage youth and their families in regular service opportunities
- Organize, plan, and supervise retreats, service trips for middle school and high school students that take place during the summer (or other school breaks)
- Help coordinate youth fundraisers and/or events
- Strategically think about ministry needs and building use to support youth ministry and engagement
- Create and implement small group ministries within the life of Parish of the Epiphany in order to connect people for fellowship, formation, and support
- Connect parish members in order to create communities of life-long formation and discipleship outside Sunday worship

#### **Decision Making:**

- Reports directly to Rector
- Acts and makes decisions based upon the established policies and procedures of Parish of the Epiphany, the Diocese of Massachusetts, and national church canons
- Identifies, initiates and facilitates resolution for guest, newcomer and member concerns through consultation with clergy and staff
- Seeks clarity regarding policies and procedures when needed and reaches out to the appropriate clergy and staff to address any procedural gaps
- Analyzes situations carefully and adopts the appropriate course of action

#### **Financial Authority:**

- Authorized to initiate and transact budget-approved expenditures

#### **Communication:**

- Approaches communication with a positive, problem-solving demeanor
- Works with diverse types of people and communicates tactfully and effectively in both written and spoken form, as well as electronic communications
- Respects confidentiality
- Reports to Children and Youth Leadership Team, other Directorial teams and the clergy regularly on successes and challenges
- Communicates weekly with youth and families, and works collaboratively with other staff to unify parish ministries across the generations

**Supervisory Responsibility:**

- Supervision of youth, adult volunteers, and the Youth Leadership Team

**Knowledge, Skills, and Experience**

- Committed follower of Jesus
- Ability to build relationships and empower others to be effective in their roles
- Enthusiastic, loving, and positive attitude
- Able to organize and manage time for self and others
- Solid knowledge of office software/willingness to learn – Microsoft Word, Excel, Power Point, Outlook, church membership database, social media platforms
- Identifies and resolves issues in an efficient and timely fashion
- Flexible and able to adapt to changing priorities
- Works successfully with appropriate independence
- Minimum of five years of experience in youth and/or family ministry program leadership with demonstrated commitment to the spiritual growth and wellbeing of youth

**Working Conditions:**

- Full Time; negotiable for less than full time
- Office hours, on-site, flexible and in larger community
- Attendance at Sunday services required
- Occasional and planned overnight travel to retreat, mission, service sites required/weekend work at youth events
- Must possess valid driver's license and clean driving record

**Results of Successful Director for Youth and Lifelong Formation:**

- We believe that efforts of the successful candidate will result in (1) providing an encouraging and supportive atmosphere for young and old alike as we explore and grow in a relationship with Jesus Christ, (2) a parish culture that values, prioritizes, and celebrates the gifts of young people, (3) strengthening and deepening connections between the youth, our parish, and the larger community to promote mental, physical, and spiritual well-being and wholeness and (4) continued growth in participation from and the engagement of youth, parents, and volunteers.

**Applying:**

If interested, please contact [jobs@3crowns.org](mailto:jobs@3crowns.org) with a cover letter stating interest, resume, and references.