



## Director of Children, Youth, and Families STAFF JOB DESCRIPTION

Position Title	Department	Reports to
Director of Children, Youth, and Families	Education	Rector
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	5/24/2022

### CHURCH OVERVIEW

St. Luke's Episcopal Church is a welcoming and inclusive church located in downtown Atlanta, Georgia and serving a broad population from the surrounding metro area. The community prides itself on showing up for one another in times of joy and sorrow. They both lead and participate in the conversation (and action) among churches and other organizations in the greater Atlanta area when it comes to radical hospitality and living out faith. St. Luke's values the participation, formation, and leadership of all in the congregation, which shines through in their support of children, youth, and families.

### POSITION SUMMARY

The Director of Children, Youth, and Families (DCYF) is responsible for designing, directing, and coordinating the programs and activities for children and youth at St. Luke's Episcopal Church. This position will develop and implement operational strategies and conduct outreach outside of the St. Luke's walls to promote the religious activities provided. This individual will need to foster and develop relationships with the children, youth, and their families by providing guidance for learning and spiritual development. There is also an element of support for the caring adults in the lives of these children and youth, empowering their own faith journey and equipping them to walk alongside the youngest congregants.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *Vision and Leadership*

- Vision overarching goals and pathways for faith development for children, youth, and families, in collaboration with clergy, staff, and volunteers
- Oversee, communicate, and provide primary leadership in developing appropriate and effective programs for children, youth, and their families, evaluating and recommending curriculum, and obtaining materials
- Provide guidance, training, and assistance to programs including Sunday School, confirmation class, youth group, parent curriculum, and intergenerational programs
- Integrate the children's and youth ministry with the larger church body

#### *Community and Connection*

- Build personal relationships with children, youth, and parents
- Create a safe space for children, youth, and families, no matter where they are on their faith journey
- Facilitate regular youth meetings for Middle School and High School students
- Plan and promote camps, retreats, trips, pilgrimage, mission trips, outreach, etc.
- Provide support for parents and other caring adults, seeking out their needs and responding with

community efforts

- Build relationships and resources with other youth ministry leaders in the Atlanta Diocese; seeking to cooperate for building the larger community of faith
- Partner with clergy to establish and provide a network of pastoral care for children, youth, and families

*Administration and Program Management*

- Recruit, train, equip, and support volunteer teams for children and youth ministries
- Provide supervision and leadership for the Nursery and Youth Employees
- Articulate to parents and the parish the purpose and goals of the church's children and youth programs
- Develop and execute an overarching communications plan for children and youth ministry, including outreach via emails, social media, mailings, phone, and text.
- Partner with church staff to include children and youth ministry updates in parish-wide communications
- Maintain database records with accurate information for children, youth, and families
- Maintain a reliable communications mechanism with internal personnel to ensure efforts are in line with the church's objectives
- Generate and develop new fundraising opportunities, maintaining fundraising documentation

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's degree required
- 3-5 years direct or translatable experience
- Dedication and passion for faith formation and Christian life
- A deep and abiding personal faith, grounded in an Episcopal identity
- Demonstrated ability to build and maintain relationships
- Emotional intelligence in all spaces, in particular navigating varying expectations
- Flexible, creative, and able to work in a non-structured work environment
- Demonstrated capacity to think "outside the box"
- Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint
- Excellent oral/written communication skills, including well-developed presentation skills
- Excellent interpersonal skills

Compensation is commensurate with experience and comparable Episcopal positions including salary and benefits. Please note that St. Luke's is open to lay or ordained candidates for this position, which will impact the compensation package.

Qualified applicants are invited to share a resume and cover letter with Martha Whitesides [martha.whitesides@ministryarchitects.com](mailto:martha.whitesides@ministryarchitects.com). Other inquiries about the position are also welcome.