

# Church of the Nativity, Malvern

Responsible Ministry: Screening in Faith

Ministry Description: Youth Minister

**Position Risk Assessment:**     Low                     Medium                     High

**Ministry Position Title:**        Youth Minister (paid staff position)

**Term of Office:**

One year renewable. It is desirable to have a multi-year commitment from leaders in order to facilitate building relationships among the children and youth, their parents, and program volunteers.

**Terms of Work:**

This is a part-time position, generally 15 hours per week, although these hours may vary from week to week according to ministry demands. Friday evenings and Sunday mornings are standard working hours. Some availability on weekdays during the summer is also preferred, in order to allow collaboration with the summer camp. Some work may be done from home.

**Purpose of the position:**

The primary purpose of the youth minister is to facilitate and support the building of relationships – to support our children and young people in building relationships with Jesus Christ, to support the relationships between parents and children, to support our parish volunteers in building relationships with each other and the young people they serve, and to support relationships between the various children and youth ministries, and the wider parish.

The Youth Minister will develop, nurture and supervise our Church School and Youth Group ministries, and will act as liason between these and other ministries in the parish that serve the children , youth and families. The Youth Minister will support and empower the volunteers involved in these programs in order that they might grow in their faith and in their ministry, and so that the children and youth can experience the love of God and be spiritually nurtured in a safe, friendly, and welcoming environment.

The Youth Minister will also work to build bridges between the local parish and the wider church, and between the church and schools and local community agencies that serve children and youth, as well as reaching out directly to local youth, sharing the love of Christ in tangible, emotional and spiritual ways.

**Population served:**                    Infants to Young Adults, and their parents

**Benefits and Opportunities:**

- To take joy in seeing the spiritual growth of children as they develop a relationship with God through prayer, activities, action and song
- To have a profound effect on the faith development of our youth and play a key role in developing their gifts and potential for service in the church
- To experience the satisfaction of facilitating spiritual growth among teachers and assistants as they discover ways to serve Christ
- Explore your own spiritual gifts and vocation in the church
- Opportunities for furthering your theological and ministry education

**Support, Supervision, and Evaluation:**

The position reports to the Incumbent and Churchwardens, and has involvement with various committees and parochial organizations, including the Advisory Board. We encourage life-long learning, and provision for further training will be made, in consultation with the Incumbent and

Churchwardens. A performance review will take place annually. The successful candidate will be expected to have a designated Primary Pastor outside the parish, or to meet regularly with a Spiritual Director, for the benefit of their own spiritual development.

**Spiritual Gifts Recommended:**

Leadership, teaching, evangelism, organization, service, discernment

**Desired Qualifications:**

- A vibrant Christian faith, and the ability to articulate it, showing evidence of a personal engagement with the gospel
- An understanding of himself or herself as a Christian role model, and a commitment to spiritual growth through reading Scripture, prayer, and worship
- A passion to work with children and youth, and the ability to relate the Christian story in accordance with their needs and at their developmental level. Same to be demonstrated through theological training, ideally in the area of Christian youth ministry, or previous experience working with children and youth, ideally in a Christian setting.
- Knowledge of the norms, structures, values and worship of the Anglican Church, or willingness to learn same and work respectfully within an Anglican context
- Strong interpersonal and communication skills, and experience working with people of diverse backgrounds and in sensitive situations
- The ability to work with young people, parents, parish leadership, and community partners
- The ability to recruit, equip, and support volunteers, cultivating a team environment
- The ability to set and maintain personal and professional boundaries, and a commitment to confidentiality

**Responsibilities:**

Administration and Communication:

- Ensure compliance with the Responsible Ministry: Screening in Faith Policy for all children and youth related ministries
- Monitor scheduling of volunteers, church school and youth group registration, attendance reports, permission slips, financial reporting, and other administrative paperwork, and maintain files of same
- Meet weekly with Incumbent, attend monthly Advisory Board meetings and annual Vestry meeting, and provide verbal and written reports regarding child and youth ministries upon request
- Co-ordinate advertising and communication with children, youth, parents, parishioners and community partners regarding programs and upcoming events

Coordination, Recruitment, Screening and Training:

- Work with Church School Coordinator, Teachers, and Youth Group leaders to support and equip them for their ministry.
- Organize training workshops for teachers and youth leaders twice annually
- Recruit and train new volunteers as needed, and assist in the recruitment and training of Unity Day Camp staff. Assist Screening Coordinator with provision of Screening in Faith workshops for volunteers and Unity Day Camp staff
- In conjunction with Church School Coordinator and Youth Group Leaders, develop leadership training opportunities to allow young adults to transition into adult roles in the church

Teaching, Programming and Special Events:

- In consultation with Incumbent, Church School Coordinator and Teachers, select and order church school curriculum and other supplies for children and youth ministries; assist in delivery of specific modules where appropriate
- Collaborate with Youth Group Leaders and Youth Leaders/Youth Council in the design of Youth Group program; assist in delivery of specific modules where appropriate

- Work with Incumbent on the design and delivery of faith formation programs, such as baptism preparation and confirmation classes
- Assist in recruiting and arranging speakers and special guests for youth events
- Arrange for involvement and participation in Diocesan and area events, including joint events with other youth groups (Anglican or other denominations)
- Co-ordinate special events for children, youth, and parents, in collaboration with other related ministries such as Nativity Steel Angels (steel pan band), Scholarship Committee, etc where appropriate

*Record Keeping: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist Form.*

Rev: September 3, 2014