

**All Saints-by-the-Sea Episcopal Church
Santa Barbara, CA**

Position Description

Position Title: Youth Minister (Part-Time)

Position Summary: The Youth Minister is responsible for nurturing Christian education and faith formation in youth and their families. The Youth Minister is also responsible for coordinating programming for youth while enthusiastically seeking to involve all age groups in the on-going life of the congregation. In addition, this position will coordinate family activities to provide opportunities for the entire family to participate as active members of the congregation. Presence on Sunday mornings, evenings and staff meeting is required. Examples of other events where attendance is required include: weekend retreats, overnight events, mission trips, and outings.

Reports to: Directly responsible to the Rector; Accountable to the Associate Rector and Vestry

Responsibilities:

- Develop a youth ministry program in collaboration with the rector, associate rector, adult volunteers, staff, and youth that balances spiritual, service and relational ministries
- Administer Sunday Christian Formation for youth, including scheduling lessons, recruiting teachers, training teachers, supervising teachers, and teaching as necessary
- Facilitate and ensure background checks are conducted on all volunteers
- Carry out relational visits with youth, such as coffees, lunches, recitals, plays, school and social activities
- Plan and coordinate with volunteers and parents Youth Group meetings, including but not limited to parent meetings
- Plan, coordinate, and actively participate in special youth functions such as outings, overnights, retreats, fund-raising events & mission trips, consulting with youth, parents, volunteers and staff about past successes and priorities
- Communicate with tweens, teens, parents and congregation regarding Youth Group activities and events through social media, parish newsletters, Sunday bulletins, verbal announcements, emails, text and phone calls
- Design youth programs with an eye toward outreach to and inclusivity of youth beyond our parish
- Be a supportive presence at Christian Education on Sunday mornings
- Plan and execute the youth confirmation program, in conjunction with clergy and volunteers
- Provide budget planning and administration
- Other duties as assigned by the rector or, in her absence, the Senior Warden

Qualifications and Requirements:

- Appropriate combination of experience and education including:
 - College degree minimum
 - Children, Youth, and/or Family Ministry
 - Equivalent work/life experience
- Person of deep Christian faith whose beliefs are compatible with the theology of the Episcopal faith and who will serve as a representative of this church in a manner congruent with the values and practices of the All Saints-by-the-Sea
- Demonstrated ability to build relationships with youth, young adults and their families, engaging them in the life of the church, and encouraging them in their relationship with Christ
- Experience in recruiting, working collaboratively with, training and nurturing youth leaders and adult volunteers
- Excellent verbal, written and electronic communication skills
- Strong organizational abilities and leadership skills in the areas of event planning, developing and managing budgets
- Demonstrated ability to provide accurate financial record keeping and follow cash handling procedures
- Availability to work nights, weekends and extended hours when necessary
- Successful completion of a criminal background check of the Diocese of Los Angeles, fingerprinting by the California Department of Children and Family Services and a valid Driver's License with reliable transportation
- Attendance at weekly staff meetings, Sunday services and Christian Formation/Fellowship hour, and occasional planning meetings
- Proficient in use of basic office software (e.g., Microsoft Word, Excel, and E-mail) and social networking (Facebook, Twitter, etc...)
- Completion of CPR certification and Safeguarding God's People training (may be obtained in first 90 days)