Assistant Director of Youth and Family Ministry  
Job Description

Parish Profile

Christ Church is located in the seaside community of Ponte Vedra Beach, Florida, near Jacksonville. Founded in 1951, Christ Church has an average Sunday attendance of approximately 1,400 at nine Eucharistic services on our two campuses.

Christ Church currently has four full-time priests, three vocational deacons, program staff, administrative staff, and hundreds of devoted lay ministers serving more than 100 different ministries. Our operating budget, excluding the Preschool and Foundation, is approximately $4.5 million. We are an inclusive community of Christians with diverse faith backgrounds committed to creating a community where lives are transformed through the love of God in Christ.

Job Description

The Assistant Director of Youth and Family Ministries will work to implement a relational ministry with middle school and high school youth and their families, and to a lesser extent will also provide support for children’s ministry programs. This person will be part of a Family Formation Team, working alongside the Director of Youth Ministry and reporting to the Director of Family Ministries.

Position Responsibilities

Relationships

Develop relationships with youth, their families, and volunteers by being present at all youth functions, and communicating by text, phone, email, face-to-face meetings, and social media.

Maintain healthy boundaries in relationships with youth as their spiritual leader and friend, but not their peer.

When pastoral needs are present in youth or their families, collaborate with Family Formation team to pray for and address specific needs.

Programming

Work collaboratively with Family Formation Team to design and implement youth ministry programs that are fun, educational, inclusive, purposeful, and consistent with the Episcopal Church. Programs include:

- Weekly youth groups for middle and high school students
- Sunday morning formation classes for middle and high school students
- Annual event to raise funds for summer missions
- Wednesday evening homework and fellowship time, followed by parish dinner
• Three summer mission trips, one winter weekend retreat, and one confirmation weekend retreat
• Monthly service opportunities with local outreach organizations
• Assist Director of Youth Ministry and Associate Rector for Formation with Confirmation classes and retreat as needed

Train, schedule, and equip a team of adult volunteers to lead all youth programs and establish long term relationships with youth.

Attend all youth programs as co-host and assistant to Director of Youth Ministry.

Ensure that all needed curriculum and supplies are ready for all programs.

Administration

Ensure that all church guidelines are followed including safe church and transportation policies.

Work within church management software to ensure records for all youth and volunteers are up to date and attendance is tracked for all events.

Maintain an annual calendar for youth ministry, coordinated with parish calendar, planning 12 months in advance and communicating dates to youth, families, staff, and all other relevant areas.

Support Director of Family Formation by assisting with the following administrative tasks:

• Organization, supply management and setup for children’s programs, including Vacation Bible School (one week each summer)
• Volunteer scheduling and communication
• Tracking of online safeguarding courses and background checks for volunteers

Division of duties is expected to be roughly 70/30% between youth and children’s ministries, respectively. Relational work will be primarily with youth.

Qualifications

• A well-grounded and robust Christian faith, with the ability to articulate it to young people.
• A commitment to working with young people, parents, and volunteers in a high-energy and dynamic environment.
• Bachelor’s degree or equivalent.
• Proficiency in Microsoft Office programs and willingness to learn proficiency in church management software.
• Christ centered behavior at all times (e.g. treating people with respect, compassion, and integrity).
• This position requires approximately 40 hours per week including nights, weekends, and multi-day summer trips. The Director must hold a valid driver’s license and operate a vehicle with insurance and a safe driving record. Employment at Christ Church requires a background check, completion of the Episcopal Church Safeguarding programs, and completion of all application forms.

Interested candidates are asked to send a resume and cover letter to Catherine Montgomery at cmontgomery@christepiscopalchurch.org. Part-time candidates and summer interns may also be considered depending on availability and relevant qualifications.