



Christ Episcopal Church

400 San Juan Drive, Ponte Vedra Beach, FL 32082

2002 San Pablo Road, Jacksonville, FL 32224

904-285-6127

Director of Youth 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 experienced significant growth over the last several years and currently is a worshipping community of 6,400. Average Sunday attendance is over 1,400 at 11 Eucharistic services on our three campuses.

Christ Church currently has five full-time priests, two 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 \$4.65 million. We are an inclusive community of Christians with diverse faith backgrounds committed to creating a safe worship space through a process of welcoming, engaging, and transforming with all who will join us in discipleship and ministry.

Position Overview

The Director of Youth Ministry will be responsible for developing, coordinating, and administering an effective and comprehensive ministry for youth between grades 6-12, and to their families, consistent with the Christ Church mission statement, “transforming lives through the love of God in Christ.” This person will be part of a Family Formation Team, working alongside the Associate Rector for Formation and reporting to the Director of Family Formation. This person will also work collaboratively with the Youth Ministry Renovation Team (lay leadership team) to establish a vision for the youth ministry as well as build the infrastructure necessary for a sustainable model of youth ministry, including a commitment to the position for at least a three- to five-year term.

Position Responsibilities

Vision and Leadership

- Provide leadership and work collaboratively with the Transition Team and the Renovation Team to establish a sustainable model of youth ministry.
- Contribute to and collaborate with the broader church for integrated, meaningful, and intentional ways to connect the youth of Christ Church to the church, reminding the Christ Church congregation of its responsibility of spiritually forming youth.
- Build and train teams of adult volunteers to lead programming for youth, fostering long term engagement between youth and adults. Maintain meaningful, encouraging relationships with volunteers where volunteers feel equipped and valued.
- Facilitate a vision for the youth ministry working with the formation ministry staff and key volunteers to create a mission, and core values for the youth ministry, as well as create three-year goals in alignment with the mission, vision, and values of the broader church.

Relationships

- Develop personal relationships with youth by creating a welcoming, fun and inclusive culture, being a friendly resource and positive role model, and providing spiritual counseling as needed; also develop close ties with parents to support youth faith formation.
- Identify, develop, and disciple youth leaders, creating opportunities for youth to be involved in leadership roles in Christ Church.
- Track and follow up with visitors to all youth programs.
- Foster relationships with adult parishioners to develop a committed network of volunteers for the youth ministry.
- Represent Christ Church Ponte Vedra in the wider Christian and local community by serving on appropriate denomination committees and community organizations.

.Programming

- Oversee the development, planning, and implementation of comprehensive formation for youth including (but not limited to) weekly middle and high school youth group meetings, Formation classes on Sunday mornings, youth Confirmation class, small groups, and Bible study.
- Initiate, implement, and oversee religious curriculum development, consistent with the Episcopal church, to meet the particular needs of parish youth and their families.
- Work collaboratively with the formation staff to develop a comprehensive and cohesive Christian formation plan.
- Plan and coordinate retreats and trips, and participate in and encourage involvement in Diocesan youth activities and with other parishes and organizations with an emphasis on local community involvement.

Administration

- Work collaboratively with, mentor, and supervise the assistant director and youth ministry interns.
- Communicate program information to youth, parents, and the parish at large through a variety of media in a timely fashion, including social media, youth webpage, youth newsletter and a youth calendar.
- Ensure that all church guidelines are followed including safe church and transportation policies.
- Work with program leaders and staff members collaboratively to support the mission of Christ Church.
- In consultation with the appropriate person(s), create, maintain, and steward the financial resources for youth ministry and prepare an annual budget for recommendation to the appropriate group.
- Ensure records for all youth and volunteers are up to date and attendance is tracked for all events in church management software.
- Attend staff and formation team meetings.
- Coordinate youth activities with the church master program and facilities calendar.

Qualifications

The ideal candidate should have a minimum of four years of experience in youth ministry. The Director should exhibit high integrity, sound judgement, ability to handle challenging situations, with quick decision-making and problem-solving skills, grace under pressure, and a good sense of humor.

Candidates must have:

- A well-grounded and robust Christian faith, with the ability to articulate it to young people.
- A demonstrated commitment to working with young people, parents, and volunteers in a high-energy and dynamic environment.
- Outstanding leadership and relationship skills for educating, inspiring, and empowering young people, teachers, volunteers, parents, and reaching out to newcomers.
- Knowledge of the Bible
- Knowledge and understanding of relational/incarnational youth ministry.
- Proficiency in Microsoft Office programs.
- Bachelor's degree or equivalent; a degree in youth ministry, Christian education, or similar is especially welcomed.

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 own a vehicle with insurance and a safe driving record. Employment at Christ Church requires a background check, drug screening, completion of the Episcopal Church Safeguarding programs, and completion of all application forms.

Qualified candidates should send a cover letter and resume to katie.mcree@ministryarchitects.com.