



CHILDREN'S AND YOUTH MINISTRIES COORDINATOR

All Saints' Episcopal Church & Preschool
Kapaa, Hawaii

Employment Status: Part-Time (8-10 hours per-week on average), non-exempt employee
Supervisor: Rector

OVERVIEW OF POSITION

The Children's and Youth Ministries Coordinator oversees and leads the Sunday School and the Ke Akua Youth Ministry program at All Saints.' Sunday School meets weekly on Sunday at 9:30AM. The Ke Akua Youth group meet monthly (3rd Sunday typically) at 11:00AM and regularly participate in the life of the Parish and outreach to the community.

The Children's and Youth Ministries Coordinator is passionate about educating, inspiring, and nurturing children and youth in their relationship with Jesus Christ and their love, support, and outreach to their 'Ohana and the great community. The Children's and Youth Ministries Coordinator is a committed Christian who can support All Saints' and the Episcopal Church's commitment to Biblically-centered spiritual formation and education, respecting the dignity of every human being, social justice, radical hospitality, sharing the love of Christ, and building up the Kingdom of God.

CHILDREN'S MINISTRY

- Superintendent of Sunday School
- Recruit and train volunteer Sunday School teachers
- Produce and implement weekly Sunday School curriculum for Elementary school-aged kids
 - Program Year (September-May): *Sunday School Curriculum*
 - Summer (June-August): *Play and Experiential Programming*
- With the Parish Administrator coordinate and publish monthly volunteer schedule for Sunday School and Nursery
- Purchase and inventory Sunday School Supplies
- Communicate with Sunday School families
- Cultivate opportunities for children to be connect with and participate in the overall life of the parish
- Maintain the Sunday School budget and other important documentation (ie. Enrollment, Safeguarding training, etc.)
- Attend annually continuing education program in Children's Ministry

YOUTH MINISTRY

- Plan and facilitate monthly youth group meetings
- Develop personal relationships with youth by creating a welcoming, fun and inclusive culture, being a friend and positive role model, and providing spiritual counseling as needed; also develop close ties with parents/guardians to support youth faith formation
- Identify, develop and disciple youth leaders, create opportunities for youth to be involved in worship and ministry as approved by the Rector
- Recruit, train, and motivate volunteers to assist with the Youth Ministry Program
- Organize and/or coordinate youth-led/coordinated events and outreach:
 - Youth Good Friday Stations of the Cross (Holy Week)
 - Easter Festival (March or April on Easter Day)
 - Relay for Life (April)
 - Mothers' Day Sunday
 - Fathers' Day Sunday
 - Youth service/participation at Annual Dodgeball Tournament
 - Three Movie Nights (Late Summer/Fall)
 - Youth service at Thanksgiving Luncheon (Thanksgiving Day)
 - Youth participation at the Holiday Craft Fair
 - Mahelona Christmas Caroling (Sunday During December)
 - Youth Christmas Party (Follows Christmas Caroling)
- Communicate program information to youth, parents/guardians, and the parish at large through a variety of media in a timely fashion, including social media and a youth calendar
- Research, plan, and facilitate outreach and mission-based projects for the Youth
- When appropriate, collaborate with other Episcopal Churches on Kauai, the Diocese, and other neighboring youth groups
- Attend annually continuing education program in Youth Ministry

GENERAL RESPONSIBILITIES

- Initiate, implement, and oversee religious curriculum development, consistent with the Episcopal church, to meet the particular needs of parish children and youth and their families.
- Meet monthly with the Rector
- Regularly participate in the worship and community life of the Church on Sundays
- Be available to attend Vestry meeting as requested by the Vestry
- Communicate and advocate with the congregation about the Children's and Youth Ministries
- Maintain and regularly update the Children's and Youth Ministries pages on the All Saints' website
- Maintain Safeguarding Certification through the Diocese

PHYSICAL AND OTHER REQUIREMENTS

- **Lifting:** Lift supplies and materials (approximately 35lbs.)
- **Standing:** Required to remain on his or her feet in an upright position for continuous periods of time without being able to leave the work area
- **Walking:** Required to walk distances on the Church campus and off-campus locations during the course of his or her work
- Must have a valid driver's license and access to transportation

REQUIRED SKILLS AND ATTRIBUTES

- A baptized Christian with well-grounded and mature Christian faith, with the ability to articulate it to young people
- Experience working with children and youth ideally in an education capacity
- A demonstrated commitment to working with children, young people, and parents in a high-energy and dynamic environment.
- The ability to read, write, and speak fluently English
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Strong written, verbal, interpersonal, and listening skills
- Effective, concise, and thoughtful communicator
- Proficient and knowledgeable in Microsoft Office (Word, Excel, and Outlook). Also, proficient and knowledgeable with Facebook, Twitter, Instagram, and other social media platforms.

OTHER

- Employment is contingent on successful completion of background check and completing Diocese/National Church's Safeguarding requirements.

ABOUT ALL SAINTS'

All Saints' Episcopal Church and Preschool thrives as a center of spiritual formation, family-centered ministries, early-childhood education, social activism, and community outreach. As a Church in the Episcopal Diocese of Hawai'i, All Saints' is a member of the worldwide Anglican Communion that joins together over 70 million members in 163 countries. The Episcopal Church is rooted in the historic teachings of Jesus Christ and nourished by thoughtful engagement with the Christian Holy Scriptures. The Church is uniquely positioned as a Protestant (reformed) tradition that also draws upon our rich liturgical and spiritual roots of the early Roman and Orthodox Churches. Worship, grounded in the Book of Common Prayer, is at the heart of who we are as a community of faith and seeks to honor the values of tradition, inclusivity, and transformation.

All Saints' is committed to fostering a community dedicated to honoring the diversity of the human experience, and is an Equal Opportunity Employer which does not discriminate on the basis of race, color, creed, place of national origin, sex, age, sexual orientation or physical handicap.

APPLICATION PROCESS

Interested applicants please submit by February 15, 2016 a letter of interest with a resume that includes three references (two professional references and one personal references).

Please submit your materials either by email to ryan@allsaintskauai.org or mail them to All Saints' Episcopal Church and Preschool, PO BOX 248, Kapaa, HI 96746.

Please do not call the Church office or drop-off the materials in person.

To learn more about All Saints' Episcopal Church and Preschool, please visit allsaintskauai.org