

All Saints Parish is a vibrant Episcopal congregation in Brookline, Massachusetts that is dedicated to providing a welcoming and inclusive community of faith to all members, families, and children. All Saints Parish is seeking a Director of Children Youth and Family Ministries (CYFM) responsible for the oversight and direction of Christian Education and spiritual formation for children and youth of the parish. The Director CYFM must be able to establish a personal connection and rapport with families and youth, be well versed in the Bible and be able to effectively communicate and explain the Scriptures in a way that is understandable and relevant to all age groups. Though the position is primarily with families and youth, this person will be actively engaged in all facets of parish life and will work collegially with the entire parish staff. The position is 25 hours per week over 12 months or 30 hours per week over 10 months. The Director CYFM reports to the Rector of All Saints Parish and will receive supervision and an annual review.

The broad responsibilities of the Director of Children Youth and Family Ministries are:

- Providing a welcoming and nurturing environment to all children and youth of the parish, with their families, to parish programs; value and cherish a diverse and inclusive community where all are welcomed and loved
- Designing and implementing the Christian Education programs from pre-school through high school
- Recruiting, training, mentoring, and coordinating volunteers and teachers to ensure that religious education curriculum delivery is engaging and cohesive.
- Acting as liaison with clergy and staff to welcome children, youth, and their families into the wider life and ministry of the parish and encouraging other parish members to offer same welcoming behavior
- Work collaboratively with the youth music director for cohesive ministry across church school and youth music programming, Cherub (Pre-K through 1<sup>st</sup> Grade) and Schola (2<sup>nd</sup> grade through high school) choirs, and other musical offerings

Qualifications:

- Enjoys and has experience working with children and youth and has a clear understanding of their developmental needs. Is willing to develop deep familiarity with the children, youth, and their families to give them a strong sense of being valued members of the Church and parish community
- Has strong organizational skills; is able to coordinate a multi-faceted program involving staff and volunteer teams. Communicates effectively with parents, teachers, and staff to ensure engaging and effective programming
- Is an experienced teacher able to recruit volunteer teaching staff, provide training, support, resources, and feedback
- Some theological training is preferred, together with experience in Christian Education and an appreciation for the Anglican tradition. Either lay or ordained candidates will be considered

## Responsibilities:

- Pastoral care of children, youth, and parents
  - Ensure compliance with all safe church practices relating to children and youth
  - Hire, train, & supervise Nursery workers
  - Participate in meetings of the Caring Ministry team; keep Rector apprised of pastoral concerns
  - Check in with kids &/or parents; provide short-term counseling & referrals, as needed
  - Oversee the Children and Family-dedicated area in sanctuary
- Design and take primary leadership for Sunday morning Youth Chapel services each week
- Design and implement Sunday morning Christian education classes for children PreK – Grade 5
  - Recruit, train, & support volunteer teachers; ensure compliance with all Safe Church requirements
  - Teach and/or facilitate lay leadership in these classes
  - Manage any discipline and support issues
- Design and implement Christian formation programs for young people (Grades 6-12): Rite-13 weekend; BaseCamp and Our Time meetings; Bi-Annual Confirmation prep
  - Recruit and train volunteer youth mentors
  - Facilitate lay leadership and/or teach in these sessions
- Design, set up, and lead Nightwatch, annual Maundy Thursday observance
- Design and teach annual Communion Prep classes for children in Grades K-2
- Plan and manage all service projects for children and youth
  - Recruit adult volunteers
- Preach occasionally as assigned by the Rector
- Work with lay leaders to coordinate the organization / management of Intergenerational Parish Events, e.g. Fall parish picnic, Advent Wreath-making, Shrove Tuesday pancake dinner, et cetera
- Effectively communicate about our CYFM programs
  - Publish weekly e-newsletter
  - Design and publish CYFM fliers and brochures
  - Collaborate with the *Saints Alive* editorial staff; write articles for that newsletter
  - Post to parish Facebook page, when appropriate
  - Keep CYFM bulletin board updated
- Advocate for the needs of children and young people in the parish, and their full participation in parish life, collaborating with
  - All staff colleagues, especially the Rector and the Youth Music Director
  - The Youth Ministry Committee
  - The vestry and its annual budgeting process
  - Other parish ministry leaders, especially the Acolyte Coordinator and Lay Ministers
- Maintain the Children's Library
- Share information with youth and parents about diocesan youth ministry events
  - Support youth parishioners who are involved in Diocesan Youth Council
- Administrative Duties:

- Coordinates annual registration, welcomes, and incorporates new families
- Keep CYFM records (class lists, birth dates, safe church trainings, etc.)
- Acquire all supplies for all CYFM duties
- Attends weekly staff meetings; additionally, attends parish Vestry meetings as needed
- Manage annual CYFM budget

Applicants should contact Richard Burden, the Rector at All Saints Parish at [rector@allsaintsbrookline.org](mailto:rector@allsaintsbrookline.org) and include a cover letter and a resume.