

**Holy Trinity Parish**  
Diocese of CANA East, Anglican Church in North America

**Position Description**

**Position Title: Minister for Youth and Families**

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Date approved by Parish Vestry: November 13, 2016

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**Overview and Scope**

Reporting to the Rector, the Minister for Youth and Families has overall responsibility for the ministry of the church to children and families, equipping our youngest saints for growth into adult disciples, and fostering the spiritual vitality of all who care for them.

Holy Trinity is a traditional Anglican parish in a rural college town where many families live. We currently have six families with a dozen children between them, and great potential for future growth. A ministry of catechesis and spiritual formation for these children would need to be built from the ground up. We are seeking an individual with deep love for Jesus and his kingdom, a passion for discipleship and outreach, and a heart for youth and family ministry.

This position is part-time; it includes immediate responsibilities as well as long-range responsibilities as God blesses the church and ministry with growth.

The position is open to both clergy and laity.

**Objective**

1. To build and oversee a vibrant youth and families ministry at Holy Trinity Parish that provides for catechesis, spiritual formation, and community support for children and their families, that they may grow into the mature stature of disciples of Jesus.
2. To recruit, equip, and oversee volunteers and staff, as needed, for the work of this ministry.

**Immediate Responsibilities**

1. Pray daily for and diligently seek to serve the needs of children and families in the Parish.
2. Partner with Parish families to provide for the spiritual formation of their children.
3. In consultation with the Rector, develop a coherent and inspiring mission for children's ministry, drawing on traditional and best practices, and seeking the Lord for guidance in forming his youngest saints into mature disciples.
4. Develop curricula for children's catechesis and spiritual formation, drawing on a command of traditional and provincial catechetical aids and a working knowledge of childhood development.
5. Develop and implement a program for children's formation in concert with the corresponding ministry for adults (currently overseen by the Rector).
6. Seek and foster opportunities for the integration of children's ministry with the overall life of the parish, working with other ministry leaders as needed.
7. Recruit and coordinate volunteers and/or staff for Sunday morning nursery care, providing appropriate screening as required by diocesan canon.
8. Attend staff meetings as directed, and otherwise regularly report goals, progress, and concerns to the Rector.

9. Make an annual report to the Rector, Vestry, and members of the Parish on the goals, progress, and challenges of youth and family ministry.
10. Oversee the budget for youth and family ministry established by the Vestry, and advise the Vestry on budgetary needs as appropriate.
11. If incumbent is clergy: participate regularly in the liturgical, homiletical, and sacramental leadership of the Parish.

### **Long-Range Responsibilities**

1. Develop and coordinate special and seasonal programs for youth and families.
2. Recruit, equip, and coordinate lay catechists and other ministers for children.
3. In consultation with the Rector, provide for Baptismal, first Communion, and Confirmation catechesis for children and their families.
4. Educate and equip Parish families with the tools for healthy family life.
5. Provide for community support for families with children, including referring them to internal and/or external resources, as appropriate, to deal with pastoral concerns.
6. Report and advocate for the pastoral concerns of youth and families to the Parish leadership.
7. Seek opportunities and develop strategies for reaching out to families with children in the greater community, liaising with local schools, churches, and parachurch youth ministries as appropriate.
8. Strategically plan to grow the ministry as the children grow to meet changing needs.

### **Competencies and Qualifications**

1. Strong personal faith in Jesus Christ as Lord and Savior and firm commitment to be his disciple in prayer, study, character, and mission.
2. Passion for discipleship, spiritual formation, and outreach among children.
3. Commitment to the mission, principles, and community of the Parish.
4. Commitment to strong congregational participation in the formation of youth and families.
5. Firm knowledge of the Scriptures and creedal doctrine of the church.
6. Broad familiarity with Anglican doctrine, tradition, and liturgy, and a willingness to submit to The Jerusalem Declaration of the Global Anglican Future Conference.
7. Proficiency in traditional and provincial catechetical curricula and materials and ongoing familiarity with provincial and diocesan resources for youth and families.
8. Competency in relating theoretical and practical knowledge of childhood development to the catechesis and spiritual formation of children.
9. Willingness to serve under the direction of the Rector and work cooperatively with other clergy and staff of the Parish.
10. Working knowledge of provincial and diocesan canons relating to youth and families.
11. Ability to recruit, train, and coordinate volunteers, and provide education to the congregation as needed.
12. Friendly, affable, and relatable, able to develop bonds with children and productively communicate with their families.
13. Ability to earn trust and maintain confidences where appropriate.
14. Dependable, responsible, organized, self-motivated, and creative.
15. Willingness to learn and grow.
16. Willing and able to pass a criminal background check.