

Church of the Ascension

Job Opening

Church of the Ascension

23 North Court Street
Westminster, MD 21157

Director of Children and Youth Ministries

Church of the Ascension is seeking to hire a part-time Director of Children and Youth Ministries to help lead and coordinate our various ministries with children and youth in our church and community. Working with the clergy and a dedicated team of volunteers, the Director will coordinate our Children's Worship, Sunday School, Confirmation, Youth Group, Summer Program, and other related activities. Our goal is to provide a safe and nurturing environment for children and youth to connect with God and one another, grow in love and understanding, and serve one another and their community. A suitable candidate will be a mature Christian with a passion and skills necessary to foster Christ-centered relationships with children, youth, teachers, parents and church leaders.

Qualifications:

- Three to five years of successful ministry with children, and families in a parish setting (preferred)
- Bachelors degree (preferred)
- An understanding of child development
- A sense of calling and a passion for working with children, youth, and families
- Good organizational, group facilitation, and creative communication skills

Compensation will be commensurate with previous experience. Interested candidates may email a résumé and cover letter to:

The Rev. Samuel Nsengiyumva
rectorataascension@gmail.com

Church of the Ascension

Job Description for Director of Children and Youth Ministries

Church of the Ascension is an active Episcopal church in downtown Westminster Maryland. Our vision is to be a Family of Faith so reflecting the life of Christ that we draw all people to Him. We live out this vision by providing opportunities for all people to **Connect** with God and one another, **Grow** in faith and understanding, and **Serve** one another and the world around us. In all this, we are guided by our core values of prayer, participation, and patience.

We are seeking to hire a part-time Director of Children and Youth Ministries to help lead and coordinate our various ministries with children and youth in our church and community. Working with clergy and a dedicated team of volunteers, the Director will coordinate our Children's Worship, Sunday School, Confirmation, Youth Group, Summer Program, and other related activities. Our goal is to provide a safe and nurturing environment for children and youth to connect with God and one another, grow in love and understanding, and serve one another and our community. A suitable candidate will be a mature Christian with a passion and skills necessary to foster Christ-centered relationships with children, youth, teachers, parents and church leaders.

Responsibilities

In collaboration with the clergy, staff, and a dedicated group of lay volunteers, the Director of Children and Youth will be responsible for developing, training, coordinating, promoting, and implementing quality Christian formation programming in the following areas:

1. **Children's Worship** – Ensure that both the Children's Corner (Nursery) and the Children's Chapel are adequately staffed during the 9:15am service on Sunday mornings.
2. **Sunday School & Confirmation** – Recruit, train, and ensure that the various Sunday School and Confirmation classes are adequately staffed and equipped.
3. **Youth Activities** – Plan and facilitate activities for youth (6-12th grade) including but not limited to fellowship, retreats, field trips, mission trips, service projects, etc.
4. **Summer Program** - Plan, promote, and coordinate the various free summer activities including a Bible Camp and a Drama Camp for children in our community.
5. **Budgeting** - Develop and oversee a budget for the various children's and youth programs.
6. **Training** – Ensure that all volunteers working with children and youth are adequately trained for their specific duties, including the Safeguarding our Children Program, etc.
7. **Administration & Logistics** – Provide administrative and logistical support to all volunteers i.e. curriculums and supplies for Sunday school teachers, etc.
8. **Communication** – Ensure adequate, timely, and appropriate communication with clergy, staff, volunteers, youth, congregation, and community using all available tools i.e. oral, print, electronic, etc.
9. **Safety** – Ensure that the safety of the children is paramount by following all relevant parish and diocesan guidelines
10. **Special Events** – Plan, promote, and coordinate special events such as the annual Christmas play, intergenerational events, fund raising events and outreach programs.

11. **College Ministry** – Stay in touch with our youth when they go off to college and explore the possibility of special events involving college students during the holidays.
12. **Network** – Network with local, regional, and national children and youth ministry organizations for opportunities to participate in events beyond our parish.

Professional Responsibilities

1. Plan, schedule and facilitate regular Children and Youth Ministry team meetings
2. Meet regularly with the rector
3. Attend scheduled staff meetings
4. Maintain an active life of faith
5. Participate in Continuing Education regularly
6. Other duties as assigned by the rector

Qualifications

- Three to five years of successful ministry with children, and families in a parish setting (preferred)
- Bachelors degree (preferred)
- An understanding of child development
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Work Schedule

- September – May - Sunday Mornings (9 am-12 noon)
Office Hours and other Activities as scheduled (average 10-12/week)
- June – August – Summer Activities as scheduled (range from 10-40 hrs. /wk.)
Total hours not to exceed 1000 per year.

Compensation

- Competitive compensation commensurate with experience
- 2 paid Sundays off

This is a part-time position with no other benefits

Supervision

- The Director of Children and Youth Ministries reports directly to the rector or someone designated by the rector.
- The Director of Children and Youth Ministries supervises volunteers who work with children and youth.

Interested candidates may email a résumé and cover letter to:

The Rev. Samuel Nsengiyumva - rectoratascension@gmail.com