



St Philip's
episcopal church

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a church for all people

Title: Youth Minister

Organization: St. Philip's Episcopal Church at 403 E. Main Street, Durham, NC 27701

FLSA Status: Part-time Exempt: 20-25 hours per week, salary range is \$24,000 - 30,000 commensurate with hours and experience.

How to apply: Send resume and cover letter to staffing@stphilipsdurham.org. Please put your name in the subject line.

Job Description

Position Summary

St. Philip's Episcopal Church is a downtown parish also blessed with a wooded, 50-acre satellite property 15 minutes from the church. We strive to create a community in which all generations take part together in worship, fellowship, and action. The Youth Minister will direct the programs and foster an environment for youth (grades 6 -12) to have an opportunity to explore their identity, develop their gifts, and discern God's call to them within the church and the wider Durham community. Using the Journey to Adulthood (J2A) curriculum, which was developed at St. Philip's and now widely used throughout the Episcopal Church, the Youth Minister will provide oversight in the programming for formation classes and will plan youth gatherings and explorations that are relevant and practical today. Supporting families and fostering parent involvement will also be priorities, as well as training and coordinating volunteer youth leaders.

Responsibilities

Youth Program Support

- **Create welcoming spaces and events** by actively gathering and engaging our youth
- **Work with youth leaders** to implement a specific curriculum plan for all youth classes and support youth leaders with facilitation
- **Collaborate with youth leaders** in planning and execution of:
 - Regularly scheduled Youth programming
 - Retreats, trips, activities, and service projects
- **Coordinate pilgrimage trip logistics** for J2A class (occurs every other year)
- **Create a yearly events calendar** and communicate to staff, volunteers, and families
- **Develop a Youth Advisory Committee** to include members of the congregation, leaders and parents
- **Maintain a visible presence Sunday mornings** by supporting the youth volunteer leaders and

connecting with youth and their families

- **Organize opportunities for youth participation in Diocesan-sponsored activities** including worship, fellowship, service, and educational opportunities
- **Support clergy with youth confirmation program**, which may include scheduling classes, coordinating with volunteers, purchasing materials/supplies, and assisting during classes

Youth Family Support and Church Integration

- **Collaborate with Atrium Level 3 Catechists** to develop and implement a transition plan for youth moving from Atrium to J2A
- **Plan and organize parent meetings** for J2A at the beginning of the school year; schedule additional meetings as needed
- **Foster community among youth families** with periodic activities such as parent coffees during formation hour and whole-family youth gatherings
- **Assist clergy in identifying and responding** to pastoral needs of families
- **Create intergenerational activity opportunities** including fellowship, service, and worship in collaboration with leaders of other ministries
- **Collaborate with youth ministers from other Durham congregations** to create city-wide Episcopal youth events

Administration and Communication

- **Co-create and maintain a budget** for youth ministry
- **Maintain accurate records** of enrollment and attendance for J2A formation classes and youth programs
- **Participate in weekly staff and pastoral care meetings** and meet at regular intervals with direct supervisor (rector)
- **Present annual program and budget reports** to the vestry and clergy as requested
- **Represent St. Philip's at Diocesan meetings** of youth leaders
- **Utilize a variety of communication methods** including email, social media, texting, etc. to engage with first-time and long-time participants to grow a vivacious community of youth
- **Provide timely website content and updates** to the Minister for Communications

Reporting Relationship: This position reports to the Rector.

Job Requirements:

- Excellent verbal and written communication skills
- Ability to work collaboratively with others
- Competent and comfortable using common software and social media applications
- Has completed Safe Church Training within the last 3 years or must complete within 30 days of hire
- Self-motivated, organized, detail-oriented and able to prioritize, plan, and manage multiple tasks

Ideal Education and Experience:

- High school diploma or equivalent is required; bachelor's degree is preferred
- Experience in teaching or youth formation/programming
- Experience coordinating groups and facilitating small groups
- Experience in leadership development, public speaking, and event planning

Personal Qualities:

- Passion for living as a disciple of Jesus Christ in community and for supporting youth in their Christian formation
- Understanding of the Episcopal tradition and of St. Philip's mission as an inclusive Christian community
- Able to creatively envision new opportunities and ways for youth to engage with one another and the parish as a whole
- Confident group leader with an understanding of the developmental needs of teenagers
- Self-starter, able to handle tasks without direct supervision, comfortable in managing adult volunteers
- Embodies a warm, welcoming, and encouraging presence while nurturing relationships with youth and maintaining Safe Church policies
- Respects confidentiality involving sensitive situations
- Interest in racial justice, reconciliation work, and environmental care

Physical requirements:

Must be able to sit and/or stand for long periods of time and audit classroom environments as needed. Must use a computer and phone at regular intervals. This may include crouching or moving objects up to 40 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

St. Philip's Episcopal Church is an equal-opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

