



**St Philip's**  
episcopal church

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a church for all people

## Title: Ryals Minister for Youth

**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:** Please apply through our [Indeed job posting](#). Be sure to complete all application questions – only fully completed submissions will be considered.

### 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 Ryals Minister for Youth will oversee programming for formation classes and will plan youth gatherings and explorations that are relevant and practical today. Other priorities will include supporting families and fostering parent involvement, as well as training and coordinating volunteer youth leaders.

#### Responsibilities

##### *Supporting the Youth Program*

- **Create welcoming spaces and events** by actively gathering and engaging our youth on a regular and consistent basis
- **Work with youth leaders** to implement a specific plan for all youth classes and support youth leaders with facilitating their classrooms
- **Collaborate with youth leaders** in planning and executing:
  - Regularly scheduled youth programming
  - Retreats, trips, activities, and service projects

- **Coordinate pilgrimage trip logistics** for J2A class (occurs every other year)
- **Help develop and coordinate the pattern of a mission trip for youth and their families** (to occur every other year)
- **Coordinate a family camping trip** (occurs yearly in early June)
- **Create a yearly events calendar** and communicate it to staff, volunteers, and families
- **Able to travel with youth on trips as needed**
- **Assist in developing a Youth Advisory Committee** to include members of the congregation, leaders, and parents
- **Maintain a visible presence on Sunday mornings**, supporting 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

#### *Supporting Youth Families 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
- **Assist with 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
- **Prepare annual program and budget reports** to the vestry and clergy as requested
- **Represent St. Philip's at diocesan meetings** of youth leaders
- **Use 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 and newsletter content and updates** to the Minister for Communications
- **Assist in creating the weekly email communication to families**

## Job Requirements

- Previous experience working with teenagers, either in a volunteer or career capacity
- 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
- High school diploma or equivalent is required; bachelor's degree is preferred

## Personal Qualities

- Passion for living as a disciple of Jesus Christ in community and for supporting youth in their Christian formation
- Understanding and love 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.

