St. Paul's Episcopal Church is a community church that seeks to love God, love neighbor, and love ourselves as Christ loves us. This faith community has a long tradition of inviting people of all ages into service, study, and worship. A progressive, open and affirming faith community, St. Paul's includes families of all shapes, sizes, and configurations. Our church seeks to offer joyful, curious, and hopeful faith education that equips young people with a solid foundation in God's love for them and tools for spiritual resilience that will last a lifetime.

The Coordinator for Children and Youth Formation is a half-time position that organizes the formation activities of St. Paul's church for children ages 0 to 18 and their families. The Coordinator works closely with the Rector (Senior Pastor), Minister of Music, and non-staff leaders (such as the acolyte coordinator) to ensure that each child who worships with St. Paul's:

- Knows that they are deeply loved by God
- Knows that they have valuable gifts to offer their community and the world
- Engages core stories in scripture
- Learns spiritual practices and prayers from the Christian tradition

The Coordinator for Children and Youth Formation is a half-time position that primarily focuses on executing classes (Sundays and Wednesdays), volunteer management, and record keeping.

Core Competencies

A Rich Life of Faith: practices and engages in Christian spirituality and prayer, engaging with God, Jesus, and the Holy Spirit with theological curiosity; exhibits spiritual maturity; experience with the Episcopal Church or similar denomination (Lutheran, Methodist, Catholic) is encouraged

Experience with Children, Youth, and Families: Loves to work with children, youth, and their families, experience teaching the Christian faith, brings joy and hope to time spent with children

Volunteer Management: is a strong collaborator, equipping and organizing a team of 10 to 12 volunteers, delegating tasks and projects

Communication and Organization: communicates efficiently and effectively, maintains administrative data for children, youth, and families, and organizes class plans and teacher schedules, can break down large projects into smaller tasks

Computer Skills: competency in Microsoft Word, Excel and Outlook, Google Docs and Sheets, and the ability to learn to use other computer-based communication tools

Excellent Follow Through: completes commitments, can prioritize among multiple projects

Essential Functions / Duties and Responsibilities:
- Facilitate children's programming on Sunday Mornings during the school year, teaching within a rotation of volunteer leaders, including:
  - Selecting lesson plans from available curricula or developing his/her own
  - Recruiting and equipping volunteer teachers
  - Communicating regularly with the parish about children's activities
- Coordinate youth programming on Wednesday Evenings during the academic year with a team of volunteers
- Coordinate and/or host simple social events for children, youth, and families that build community, monthly to quarterly
- Support and equip lay teaching teams
- Maintain administrative data such as a roster, email list, and class curricula
- Coordinate Nursery attendant rotation during the academic year
- Coordination of the annual Christmas Pageant

Expectations:
- Attendance at Staff Meetings
- Attendance at Worship on Wednesdays and Sundays and a majority of holy days including Christmas Eve, Ash Wednesday, Maundy Thursday and the Easter Vigil
- In person work at the church during open office hours between 5 and 10 hours a week
- Completion of Safe Church training and a background check, co-leading the effective implementation of Safe Church at St Paul's with the Parish Secretary, and an excellent perception of appropriate boundaries between personal and professional relationships
- Use Microsoft Office, Google Suite, cloud-based church management database software, and other technological tools for email and text communication

Salary and Benefits:
- Salary commensurate with experience, starting at $22,000 annually
- Other benefits are negotiable