

Position Description

Keiki (child), Youth, and Family Ministries Coordinator

St. James' Parish*, Waimea, Hawai'i Island

*St. James' Parish includes St. James' Church (Waimea), St. Columba's Church (Pa'aulo) & Beach Mass (Kawaihae)

Employment Status: Full-time hourly (40 hours per week)

Compensation: Competitive wage (\$25 - \$30/hr) with benefits, including health insurance, pension, sick leave and paid vacation.

Supervisor: Rector

OVERVIEW OF MINISTRY POSITION

Our parish is seeking a joyful self-starter who is committed to inspiring, nurturing and educating our youth in their relationships and walks with Jesus. The coordinator should possess a magnetic personality and be responsible for identifying, training and supporting our volunteers. This ministry will require presence when our keiki and youth are available which will include holidays, weekends and after school hours. We want our youth to flourish in a Christ-centered environment where they are assured it is safe to trust and where they are loved.

About St. James' Parish – St. James' is a vibrant, growing, dynamic parish on the Big Island of Hawai'i. We are an anchor of the community, well known for our outreach ministries including our weekly Community Meal and our bustling Thrift Store. We are blessed with an abundance of spirit-led volunteers who are eager to participate in a thriving youth ministry. Our parish believes in being inclusive, respecting the dignity of every human being, striving for social justice and embracing radical hospitality. We welcome you to visit our website at: stjameshawaii.org

COORDINATING VOLUNTEERS' OVERVIEW

The coordinator's responsibilities and duties shall include, but not be limited to managing and coordinating our volunteers as they:

- Expand and enhance parish ministry with children of all ages, including recruiting, training, and supporting adults within the parish to both assist and lead areas of keiki and youth ministry.
- Offer Pastoral Care and support to our keiki and youth by being interested and engaged with them as they navigate the difficulty of growing up and dealing with sometimes challenging family dynamics.
- Support, encourage and create opportunities for youth to be involved in worship services in coordination with our clergy.
- Assist in the organizing, planning, and facilitating Jr./Sr. High youth gatherings with Lay Volunteer Leaders. These might include devotional activities, social outings, and mission-based projects.

COORDINATOR'S DUTIES AND RESPONSIBILITIES

- Regularly participate in the worship and community life of the parish.
- Initiate, implement, and oversee religious curriculum, consistent with the Episcopal Church and our parish, to meet the needs of parish children and youth and their families. Provide leadership and support for various programs including our longstanding, "After School tutoring program", weekly Godly Play (Sunday School), and nursery attendants.
- The coordinator will develop personal relationships with youth by creating a welcoming, fun and inclusive culture, being a positive role model, and providing spiritual counseling. This may include developing close ties with parents/guardians to support youth faith formation.
- Coordinate with area schools to provide opportunities to fulfill service project requirements. Volunteer opportunities may include our Meal Ministry, Thrift Store Ministry, Youth Tutoring, Maintenance & Grounds Projects, etc. Working with coordinators and volunteers of these various ministries.
- Network with pastors/youth workers/teachers from other churches and schools to advocate for and make positive changes in the lives of children in our community. Reach out to local schools, youth organizations and homeschoolers in the community to invite and encourage participation St. James' Parish activities.

ADDITIONAL TASKS INCLUDE:

- Work with the Community Meal Ministry to support families who attend the weekly meal at St. James' and St. Columba's by providing appropriate keiki recreational and craft activities.
- Maintain the Church Register with Baptism and Confirmation information.
- Attend annual continuing education programs in Youth Ministry as offered by our diocese or wider Episcopal Church and serving on the Diocese Youth Visioning Team.
- Maintain Youth Ministry budget, purchasing, and other important documentation (ie. Enrollment, Safeguarding training, etc.)
- Meet regularly with the Rector and be available to attend Vestry (Church Board) meetings if requested.
- Maintain and regularly update the Children's and Youth Ministries pages on the Parish website and Facebook page. Write a weekly blurb for the Parish Newsletter, providing and including pictures. Keeping Sunday worship insert up to date with upcoming events.
- Maintaining parish compliance of "Safeguarding God's People" certification in our Parish as required by the Diocese.

While this position involves many different activities per week on various days and/or evenings, days off are flexible.

REQUIRED SKILLS AND ATTRIBUTES

- A baptized Christian with well-grounded and mature Christian faith, eager to share their faith and God's love with our young people.
- Upon employment, the coordinator will need to become certified to teach Godly Play and train others.

- Experience and a demonstrated commitment to working with children and youth in a high-energy and dynamic environment.
- Ability/willingness to coordinate musical opportunities for our youth, such as our ukulele afterschool ministry.
- The ability to read, write and speak English fluently. Other languages, such as Hawaiian, Ilocano, or Marshallese are a plus. Strong written, verbal, interpersonal, and listening skills. Effective, concise, and thoughtful communicator.
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Proficient and knowledgeable in Microsoft Office (Word, Excel, and Outlook) and ZOOM. Use of Publisher a plus. Also, proficient and knowledgeable with Facebook, Twitter, Instagram, and other social media platforms.

PHYSICAL AND OTHER REQUIREMENTS

- Lifting: Lift supplies and materials (approximately 35lbs.)
- Standing: Required to remain on his or her feet in an upright position for continuous periods of time without being able to leave the work area.
- Walking: Required to walk distances on the Church campus and off-campus locations during the course of his or her work.
- Must have a valid driver's license, personal transportation and auto insurance.
- Must be fully vaccinated for Covid 19.
- *Employment is contingent on successful completion of background check and completing Diocese/National Church's Safeguarding requirements.

Please submit cover letter and resume in a PDF via email to Resume@stjameshawaii.org by June 30,2022. No phone calls please.