



St. Andrew's Episcopal Church  
6509 Sydenstricker Road  
Burke, Virginia 22015

## **Assistant Rector for Children, Youth, and Families**

### **Full-Time**

**Reports to:** The Rector

**Salary:** \$65,000 - \$80,000

We will accept applications until the position is filled and we are reviewing applications on a rolling basis.

**Purpose:** St. Andrew's Church in Burke seeks an organized and pastoral priest to become part of the St. Andrew's community in support of children, youth, and families. This person oversees the continued growth and development of children, youth, and families in their relationship with Jesus. While pastorally attentive, the individual will continue to build a sustainable program through the uplifting of the church's lay ministry. The position will be able to assist the Rector, as needed, in other areas of priestly ministry from time to time.

### **Children and Youth Ministries Responsibilities:**

#### **Relationships**

- Pray with and for the children, youth, and families of St. Andrew's and build relationships with them.
- Follow up with first-time children, youth, and families within a week of their visits.
- Encourage children and youth to take the next natural step in their journey of Christian discipleship, including involvement in worship, leadership, and educational opportunities.
- Engage in pastoral visitation for those in particular need. This includes a pastoral visit to each child or family member in the hospital at least once (if desired) during a stay.
- Review attendance monthly and follow up with any children or youth who have been absent for the month.

#### **Programs**

- Develop and oversee, with Church Commissions, weekly, monthly, and annual children and youth programming, including local service projects, formation groups, retreats, and mission trips.
- In collaboration with the Rector and Formation Commission, develop, implement, and oversee Sunday morning programming for K-12 students, utilizing an approved formation curriculum.
- Recruit, train, and support adult volunteers to disciple and provide spiritual care and programming for children, middle and high school youth.
- Coordinate opportunities for children and youth to integrate into the life and mission of the congregation.
- With Rector and Safety and Security Commission, ensure that adult volunteers working with children and youth are in compliance with relevant Safeguarding God's Children policies.
- Oversee annual youth confirmation classes and prepare youth and their mentors for Bishop's Visitation.
- Plan and promote all special events and programming in such a way that the targeted number of children, youth, and families participate.
- Schedule/Plan/Oversee major events including, but not limited to:
  - Blessing of the Backpacks
  - Christmas Program
  - Easter Egg Hunt
  - Vacation Bible School
- Schedule and coordinate nursery workers to ensure coverage of the nursery each Sunday.
- Develop and coordinate children's chapel program during Sunday worship.

## **Sacramental**

- Assist the Rector, as needed, in sacramental needs, including some pastoral visitations outside of children, youth, and families.
- Celebrate Holy Eucharist at our regular 8am and 10am Sunday services on a regular basis.
- Preach on a monthly basis at our Sunday services.
- Celebrate Eucharist monthly at our Wednesday, 9:30am service.
- Celebrate and preach at our Saturday evening service monthly.
- Assist in pastoral offices such as funerals and weddings.

## **Logistics**

- Prepare and oversee children and youth ministry budget(s).
- Attend monthly vestry meetings.
- Recruit all children and youth ministry volunteers at least one month before they begin their work, providing training, encouragement, and appropriate curriculum resources.
- Work with office staff to create systems to maintain and update children, youth, and volunteer databases, event calendars, and church website.
- Communicate consistently with parents and volunteers both in writing and in person.
- Communicate with the Rector and church staff in such a way that they stay informed and enthusiastically supportive of the priorities and programs of the children and youth ministry.
- Attend weekly staff meetings and weekly check-in meeting with Rector.
- Ensure the logistical details of the children and youth ministry are handled in a professional and timely manner, including at least the following:
  - Attendance tracking
  - Annual medical release forms and event registrations
  - Communication with staff, families with children and youth, and with the congregation
  - Transportation arrangements
  - Volunteer recruiting
  - Annual calendar
- Proactively oversee communication, with Communications Director, clear and transparent information regarding events, opportunities, and pastoral support.
- For children, youth, and families, maintain weekly family newsletter, create and maintain social media, and develop other mechanisms for clear communication.

## **Qualifications:**

- Ordained, Episcopal Priest in good-standing
- Passion for children, youth, and family ministry
- Excellent organizational, interpersonal, and communication skills
- Ability to operate within a team-oriented environment
- Demonstrates creativity, initiative, adaptability, and resourcefulness
- Ability to share with others their personal relationship with Jesus
- Familiarity and ability to learn various software programs
- Familiarity with social media
- Work collaboratively with other staff members, the Renovation Team, and the lay leadership of the congregation

Interested candidates email cover letter, OTM portfolio, link to a sermon, and resume (optional) to [jobs@standrews.net](mailto:jobs@standrews.net).