

Revised 3/12/2025

Position Description: Director of Children and Youth Formation
St. Luke's Episcopal Church of Boone, NC

Purpose of Position:

The Director of Children and Youth Formation has responsibility for oversight of Christian Education and Spiritual Formation programs for youth and children.

This person will utilize creativity, vision, dreaming, and collaboration to develop a nurturing, playful, connecting, and meaningful experience for youth who are connected to the St. Luke's community.

Additionally, the candidate will embrace the beauty and culture of the High Country, offering children and youth opportunities to flourish through a connection to God, St. Luke's community, and nature.

Qualities Sought:

Creativity; warmth, empathy, nurturing kindness, playfulness, sense of humor, willingness to learn from mistakes, excellent communication, organization, and leadership skills. The candidate also can facilitate groups of children and youth, including events and games, outdoor recreation, and community gatherings.

Educational Requirements:

The ideal candidate will have a BS or BA from an accredited college or university or a 2 year degree from a community college.

Description of Duties and Responsibilities:

Create meaningful spiritual formation opportunities for children and youth on Sunday mornings/ holidays, and special services by:

- ❖ Recruiting, supporting, and maintaining volunteer staff who can effectively implement the Godly Play curriculum and build nurturing connections with children and youth at St. Luke's.
- ❖ Planning and assuring proper resources are available for ongoing Godly Play activities.

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- ❖ Participate in the preparation and development of the budget for the Children and Youth ministry.
- ❖ Collaborating with other ministry staff to create meaningful "jobs", participation, and integration into worship services (drama, offering collection, music, dancing, child-friendly rituals, etc.).
- ❖ Planning and implementing special events to support Christian education, such as St. Nicholas/Jesse Tree, Ash Wednesday, Christmas Eve, etc.

Create and/or sustain meaningful spiritual formation opportunities for children and youth outside of typical St. Luke's worship by:

- ❖ Collaborating with families of children and youth to create opportunities for connection, fellowship, and meaningful conversation.
- ❖ Collaborating with St. Luke's ministry team to create opportunities for play, learning, and community engagement through periodic activities such as Vacation Bible School, attending community events, and other ideas that are dreamed and created.
- ❖ Collaborating with sibling faith communities (Lutherans, et.al.) to support and maintain youth group activities.
- ❖ Maintain communication and relationship with Diocesan leadership for ministries with children and families and help to organize periodic participation in diocesan activities and events.
- ❖ Developing activities associated with outdoor recreation while also engaging in nature-based play.

Other

- ❖ Communicate educational program news with the Rector and the congregation.
- ❖ If not trained in the Godly Play Curriculum, be willing to participate in training.
- ❖ Work with Rector
 - Openness/willingness to approach assigned tasks with a cooperative/can -do attitude
 - Communicates easily and clearly with the Rector
 - Works collaboratively with the Rector/team player
- ❖ Work with Other Staff
 - Openness/willingness to assist another staff/cooperative/can -do attitude
 - Communicates easily and clearly with other staff

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- Works collaboratively with other staff/team players

The Director of Children and Youth Formation reports directly to the Rector and will work closely with all other staff. He/she will work a schedule that is approved by the Rector. Any person employed by St. Luke's must meet all requirements of the National and Diocesan Canons and all requirements of the Diocese of Western North Carolina. The Rector will provide feedback to the Director of Children and Youth Formation on an ongoing basis as to the performance of these duties.

Other Qualities include:

- A sense of call and a passion for working with children and youth
- A solid Christian faith, and a familiarity with or a willingness to learn the doctrine and practices of the Episcopal Church.
- Baptized Christian
- Friendly and Flexible.
- Strong organization skills, to include teaching, administration, communication, and technology skills.
- Good communication skills, written and verbal.
- A desire to encourage multi-generation relationships which will require flexible work hours with some weekend and evening work.

Hours

The position is part-time with an anticipated 12 -15 hours per week. The work schedule will vary during different times of the year. The director will work on Sundays, as well as other specific times agreed upon with the Rector.

Terms of Employment

Criminal background check

Completion of Safe Church training (can be completed once employment begins)

References – Professional and Personal

Valid Driver's License

Salary Probationary period of 90 days

Salary will be determined based on experience.

To apply:

Please send a resume to 170 Councill Street Boone, NC 28607 and email a copy to rector@stlukesboone.org attention Rev. Dr. Helen Tester

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