



ST. MARK'S EPISCOPAL CHURCH

DIRECTOR OF YOUTH MINISTRIES Staff Job Description

Overview

St. Mark's Episcopal Church is a program-sized parish in southwest Houston known by its members as a family friendly church. St. Mark's considers itself a traditional, "via media" Episcopal church, making room for a diversity of perspectives from progressive to conservative. Alongside the church's current work with Ministry Architects, St. Mark's is searching for their next full-time Director of Youth Ministries (DYM). The DYM oversees and coordinates formation for all youth in grades 6-12, fostering an environment of welcome, learning, and growth to live out the St. Mark's mission "to be a light in the world". The role will collaborate with volunteers, staff, and clergy to develop and deliver engaging programs across all facets of the church, including worship, connection, service, and learning with the purpose of empowering youth in their faith journey. This role will be both relational, with students, parents, volunteers, and the wider church, and administrative, ensuring that all logistics related to the effective functioning of the youth ministry are well-managed and consistently communicated. St. Mark's is in the midst of an exciting visioning process with Ministry Architects focusing on the sustainability and success of both children's and youth ministries; the DYM will have an integral role in the implementation and renovation process alongside volunteers, youth, and other staff.

Position Responsibilities

General Responsibilities:

- Establish a program that engages a growing number of youth grades 6-12 in the life of the church including formation, education, worship, fellowship and more
- Collaborate with the Renovation Team and volunteers to implement a restructuring plan for the youth ministry
- Recruit and equip adult volunteers for all aspects of youth ministry, providing training, support, and empowerment in their spiritual gifts
- Collaborate with the Associate Rector to plan and deliver a Confirmation program for 8th graders including curriculum, enrichment and additional volunteer stewardship
- Incorporate parents into the ministry, developing an active partnership with parents to help grow and mentor youth in Christ
- Be present in the lives of students, supporting them outside of the church in their personal endeavors such as theatre, sports, art, etc.
- Maintain and keep secure all equipment and spaces used by the youth in good stewardship of the items we have
- Collaborate with Director of Christian Education to create continuity during transition between children and youth ministry as well as provide intergenerational opportunities for families and the whole congregation
- Be a pastoral presence for youth and families, communicating with clergy as needed to provide support

Special Projects:

- Stay informed about Diocesan Events and promote these events to youth, providing information and registration forms as needed. Encourage involvement and leadership in these events.
- Plan/organize involvement in summer mission trips for both middle and high school students
- Coordinate fundraising events and other fundraisers with prior approval of the Vestry. Advertise to the church and school communities.
- Develop and lead outreach and service projects for the youth throughout the year
- Collaborate with other ministry leaders to provide support on major church-wide events

Communication:

- Establish and execute an overarching communications plan for youth ministry, including e-mails, social media, mailings, phone, and text
- Maintain connection to St. Mark's School families
- Partner with church staff to include youth ministry updates in parish-wide communications such as the website, bulletin, e-mails, and social media

Administrative:

- Maintain database records on youth and families in Shelby, including up to date medical/permission forms for all students
- Track attendance, implementing a first timer and MIA policy of contact
- Submit and maintain the annual budget for youth ministry
- Track purchases and provide receipts to Director of Finance
- Ensure that all youth ministry volunteers are in compliance with "Safeguarding God's Children" standards
- Participate in weekly staff meetings
- Attend monthly Vestry meetings as needed, providing pertinent youth ministry updates
- Meet monthly with the standing Youth Committee
- Perform other duties as requested by Rector

Reporting Structure and Position Classification

The DYM reports directly to the Rector. This is a full-time (40+ hours per week) exempt position, primarily working Sunday through Thursday, with weekend and evening work, as well as some travel. Adequate comp time will be provided in the case of overnight travel.

Qualifications

- Bachelor's Degree required
- Minimum 3-5 years paid experience
- Deep, sustaining personal faith and love for the Episcopal tradition
- Talent for engaging and connecting with young people
- Organizational and administrative skills for sustainable program management
- Strong oral and written communication skills, including social media

Compensation is commensurate with experience and comparable Episcopal positions including salary and benefits. To learn more about St. Mark's Episcopal Church, please visit their website <https://stmarks-houston.org/>.

Qualified applicants are invited to share a resume and cover letter with Martha Whitesides martha.whitesides@ministryarchitects.com.