

Job Title

Coordinator of Children's and Youth Ministry ()

Name of church or organization

Grace Church Brooklyn Heights

Location

Brooklyn, NY

Job Description

Grace Church Brooklyn Heights is a diverse and active parish located in the historic neighborhood of Brooklyn Heights. We are a community of people who seek to honor God as they love one another and serve God's needy world. Grace Church has been committed to sharing God's grace with others since 1847. Our mission statement is: *The people of Grace Church, guided by the Episcopal faith tradition, and inspired by the prayers of generations in our historic church, seek to bring our lives and our community into unity with God by growing in faith, creating an inclusive community, serving with compassion, and working for social justice.*

We seek an experienced lay person who will enhance and expand religious education/Christian formation programs and activities for elementary- through high school-level parish children and youth, and their families. The goal of this ministry is to engage, inspire, and enable the children and youth of Grace Church Brooklyn Heights to lead a life in Christ, within the traditions of the Episcopal Church.

This is a part-time staff position (20 hours per week) reporting to the Rector. The position has a hybrid work schedule, whereby planning and daily activities can be accomplished remotely. In-person attendance is required for 3 hours on Sunday morning for the Family Service and Sunday School, as well as at regular staff meetings on weekdays, and at occasional special events.

Responsibilities

- Assist in building a welcoming community that fosters participation in religious education and encourages commitment to lifetime spiritual growth.
- In consultation with the clergy of Grace Church, select and implement curricula for elementary, middle, and high school levels of Christian formation and community.
- Plan, execute, and/or supervise meaningful worship experiences for the Family Service, youth ministry events, holiday celebrations, and other events.
- Recruit, train, and supervise Sunday School teachers and other volunteers needed for children's and youth activities. Provide motivation, feedback, guidance, resources, and support for volunteers.
- Work with Rector and Liturgy Team to incorporate children and youth into our services as readers, acolytes, and greeters, and into other ministry opportunities during and/or outside of services.
- Develop impactful communication strategies across multiple platforms to promote participation in religious education programs and activities.

Qualifications

- The ideal candidate is a person of Christian faith and an active member of The Episcopal Church or one of its close ecumenical partners.
- The candidate should have good interpersonal and communication skills, and a willingness to be creative and enthusiastic.
- The candidate must be able to empower others to assist in mission and ministry, and to work within our multi-generational congregation. The expectation is always for professionalism, including trust

and confidentiality, within the Grace community.

Requirements

- A minimum of 2 years' experience in the development of religious education/Christian formation programs in a volunteer or professional capacity.
- Familiarity with Episcopal Christian education/formation programs.
- Teaching experience.
- Demonstrated administrative, communication, and organizational skills, including experience in a leadership position, and recruiting, training, and supporting volunteers.

Type of Commitment

20 hours per week, year-round

Does this job pay?

Yes. Hourly rate \$29 to \$35 depending on experience

Application Process

Submit resume and cover letter to wardens@gracebrooklyn.org

References will be contacted, Safe Church Training is required, and a background check will be conducted.

Application Deadline

August 1, 2023

Start Date

September 15, 2023

Website

gracebrooklyn.org