

Children/Youth Ministries Leader and Parish Secretary

St. Stephen's Episcopal Church is a historic, vibrant, welcoming church in Oxford, NC, seeking a full-time Children/Youth Ministries Leader and Parish Secretary to nurture, grow, and support the faith of our children and youth and carry out clerical tasks for the church.

We are looking for someone with a heart for sharing the Good News of God in Christ who is engaged in their current faith community, enjoys spending time with children and youth, and communicates clearly with all members and staff.

Primary Children/Youth Ministries Responsibilities

- Developing relationships with children, youth, families, and other congregants
- Directing, preparing for, and participating in children's Sunday morning programming and special events
- Leading our EYC group activities (typically on Sunday evenings) and EYC Trips
- Communicating with families through various digital platforms and in-person
- Other duties as assigned to benefit the growth and maintenance of our family ministries

Primary Parish Secretary Responsibilities

The Parish Secretary will be a resource person for both members and non-members and a welcoming and responsive presence in our church's office.

Information Management

- Maintain a functional system of communication with the parish, including weekly newsletter.
- Prepare bulletins and other worship materials as directed by the Rector.
- Produce reports, directories, and other documents from parish records under the direction of the Rector and Parish Accountant on a timely basis.
- Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
- Assist with preparing and distributing marketing materials, as directed.

Administrative Support

- Provide administrative support to the Rector.
- Provide a welcoming and helpful presence in the parish office.

- Respond to requests for information and resources via email, telephone, and in-person visits.
- Provide administrative support to the Vestry and other committees, including preparing meeting documents or posting minutes, making document copies, and sending out mailings.
- Manage access to the building and oversee rental agreements with guidance from the Rector.
- Communication with the Sexton about building cleaning needs.
- Coordinate with the Parish Accountant to maintain membership records.
- Coordinate with vendors as delegated by the Rector, Wardens, and Building & Grounds Committee. Sort incoming mail and send parish mailings and other outgoing mail.
- Maintain and manage parish calendar.
- Assist in recruiting, coordinating, and scheduling volunteers as needed under the direction of the Rector or committee leadership.

Liturgy Support

- Prepare and proof worship materials and bulletins for Sunday morning and other services.
- Prepare flower donation information, coordinate lectionary and ministry schedules, and send reminders as scheduled.
- Assist with tracking the liturgical calendar and planning church events, as needed.

Knowledge, Skills, and Abilities

- Strong writing and grammar skills, including proofreading.
- Proficiency in word processing, spreadsheet, and database applications.
- Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
- Ability to effectively manage workload in a varied-paced work environment.
- Ability to maintain confidentiality at all times regarding persons and information.
- Welcoming disposition, willingness to accept and serve all who come to St. Stephen's.
- Must be able to lift 20 pounds.

Time Commitment and Compensation

Weekly: Flexible 4 weekday schedule and Sundays

Full-time (40 hours/week)

This leader will work closely with our Rector and Vestry. Compensation for this position will be determined based on similar positions in the Episcopal Church. Particular consideration will be given to

applicants with prior experience in children's or youth ministry or communication and event planning skills.

Our children and youth ministries' leader will participate in the congregational life at St. Stephen's and will attend Sunday morning worship with regularity and as needed and EYC on Sunday evenings. We are willing to negotiate on summer hours or the possibility of a significant summer break. We need someone for our entire program year, but we will work with the right person to make it beneficial for both parties.

Please submit your letter of interest, resume, and at least one letter of recommendation to St. Stephen's Personnel Committee at admin@ststephensoxford.org.