

The Church of The Holy Comforter

Episcopal Diocese of North Carolina

Charlotte, NC



To serve as an instrument of God's love – by seeking Christ, supporting each other, serving our neighbors, and sharing our abundant gifts.

Date Posted: May2023
Scheduled Work Hours: 15 hours/week
Benefits: Medicare and Social Security
Church Size: 186 Average Sunday Attendance (ASA)

Position: Youth Minister
Classification: Salaried
Reports To: Associate Rector

Our Church

The vision of the parish is *"We exist to build a community where Christ's transformative love is known and shared."* Our mission is *"to serve as an instrument of God's love – by seeking Christ, supporting each other, serving our neighbors, and sharing our abundant gifts."* Our values: We believe and practice this vision and mission by being:

Inquisitive – We seek understanding of Jesus Christ as the guide to our lives, while remaining open to differing views and beliefs.

Liturgical – We find deep meaning in liturgy and worship as a way of understanding and sharing God's love through a shared experience.

Welcoming – We welcome all of God's people. We celebrate diversity and accept people no matter where they are in their life and their faith journey.

Joyful – We are resurrection people, joyful with God's abundant grace and open to sharing our gifts with others.

Job Description

The **Youth Minister** is a 15 hour/week, lay staff member who reports directly to the Associate Rector (pastor) and leads the Youth and Young Adult Ministries of the parish, for 6th through 12th graders. The purpose of this position is to oversee, organize, sustain, and grow the Youth Ministry of the parish. This person also facilitates intergenerational opportunities and supports the integration of youth into parish life as full members of the church.

The youth minister will collaborate with the Associate Rector, Rector, (senior pastor), staff, and volunteers to live out this mission. Plan to be on-site on Sundays (about 6-7 hours) for services and youth group, attend monthly Staff meetings, and meet regularly with the Associate Rector.

Holy Comforter is currently re-imagining our Youth program curriculum and invite your active participation and creativity in that discernment process, as we seek to nurture spiritual growth in our young people.

Responsibilities The specific responsibilities include but are not limited to:

Youth Formation

- Set and communicate Youth calendar at least 6 months in advance.
- Communicate weekly with youth and their parents/legal guardians/families.
- Lead the evaluation of a core curriculum and develop supplemental curricula for grades 6 – 12th (as needed).
- Lead programming during Sunday School (weekly).
- Organize and lead confirmation activities.
- Plan and organize Youth mission and pilgrimage trips.
- Encourage youth to participate in Diocesan events such as Genesis, Happening, Bishop's Ball, etc.
- Work to incorporate La Misa (Spanish-language worship) and La Escuelita (duel-language preschool) families and

- youth into Parish life.
- Assist Children's Minister by encouraging the Youth to help lead one-week Vacation Bible School in the summer (yearly).
- Collaborate with Children's Minister and lead special activities, including intergenerational programs and seasonal events such as Fall Festival, Parish Retreat weekend, Epiphany Pageant, Advent Festival, Easter Egg Hunt, etc.
- Work with Children's Minister, clergy, and staff in similar events as above, including Charlotte Convocation our pre- youth group for 5th and 6th graders, "Club 56." (As needed).

Pastoral Care

- Form pastoral connections with teenagers/young adults and their families and coordinate with Associate Rector, Rector, and Children's Minister for family support.
- Maintain a high level of confidentiality with information disclosed by families and/or clergy, staff, ministry volunteers and parishioners.

Supervisory Responsibilities

- Ensure that all adults working with youth are certified in North Carolina Diocesan Safe Church program.
- Prepare and manage the approved Youth ministry program budget.
- Recruit, train, and nurture adult leaders of: Youth Advisors for Youth Group (EYC), Adult leader of Acolyte corps, and confirmand sponsors.
- Ensure resources (volunteers, lesson plans and materials) are available when and where needed.
- Support and collaborate with Family Ministries Circle group to foster effective leadership, discernment, accountability, and connection to the parish.
- Chaperone diocesan and off campus events as needed.
- Attendance at regular Sunday services where youth are typically present.
- Assist with providing high school age volunteers for monthly Parents' Night Out
- Assist Children's Minister with providing youth volunteers helping to set up for Easter Egg hunt.
- Assist in communicating, promoting, and debriefing church programs and opportunities to serve within and outside the parish.
 - Attendance at staff meetings, group leadership development and monthly outreach opportunities.
- Other duties as assigned by the Associate Rector and/or Rector.

Qualifications

- A Christian committed to Jesus Christ, and to the church as the Body of Christ
- A passionate desire to help youth and young adults discover the love of God and grow as members of the faith community.
- An understanding of and respect for the Episcopal tradition.
- A creative and effective teacher of youth/young adults, skilled in various modes of learning and classroom management.
- Experience evaluating and starting up a youth curriculum.
- Promote youth involvement in every aspect of Church community and life.
- Serves as support to liturgical ministries for youth and young adults.
- Someone who can
 - Build relationship with youth as well as children, pre-teens, and older members of the parish.
 - Recruit, train, and support volunteer teachers.
 - Engage in healthy, effective communication, with people of various backgrounds and views.
 - Maintain healthy boundaries (personal and professional), including wise and responsible use of technology and social media.
 - Lead by example and hold themselves and others accountable.
 - Engage in indoor and outdoor activities and games.
- Someone who has demonstrated that they are/can:
 - Maintain exemplary communication by acknowledging email and voice mails within 24 hours during workdays, creating and maintaining direct communication with co-workers, ministry volunteers.
 - Responsible, reliable, and professional
 - Collaborative
 - Organized, meeting deadlines with quality work.
 - Flexible and patient
 - Solution-oriented

Education and Experience

- Undergraduate degree or at least two years' relevant experience, demonstrating an ability to grow and sustain a vibrant youth/young adult ministry
- At least 2 years of experience in a related field
- Spanish language skills preferred

Other Requirements

- Employment is contingent on a successful completion of credit check, drug screen, and criminal background check.
- Three references are required, including at least one personal and one professional reference.
- Upon hiring, complete the North Carolina Diocesan Safe Church certification process, if not already certified.
- Participate in annual continuing education/professional development in consultation with the Associate Rector and approval of the Vestry.

Compensation and Benefits

The position is 15 hours/weekly, with salary, certain holidays and Paid Time Off (PTO). PTO accrues based on service years and employment status. Annual salary range is \$13,913 - \$18,715 (\$18 - \$24/Hour), depending upon agreed hours, training, experience, and demonstrated abilities.

- **Submit a cover letter and resume to search@holycomfortercharlotte.org** with 'Youth Minister' in subject line. Send your references to the same email with the position and your name in the subject line.

Visit us online at [Holy Comforter Charlotte - Charlotte, NC | Holy Comforter Charlotte](#)

Disclaimer

The above information on this description is designed to indicate the general nature and level of work performed by employees within this classification. This position description is not designed to contain or be interpreted as a comprehensive inventory of all job duties, responsibilities and qualifications required of employees assigned to this job.