

ST. STEPHEN'S EPISCOPAL CHURCH
CURATE POSITION DESCRIPTION
Updated – 1/19/23

Position: Curate
Status: Full-Time
Reports to: Rector

Works collaboratively with Staff, rector, church members, vestry, and wardens

Description: During this intentional three-year call, the Curate plans and oversees programs for youth and their families in collaboration with the Director of Formation and the Rector.

Major Duties: This position is at its core about the formation of youth. While certain “traditions” are associated with youth ministry at St. Stephen’s, the Curate will be expected to develop and innovate a new model for youth ministry that fits this parish. This is not just about program administration or curriculum design; it is about building relationships and communities deeply rooted in the Episcopal tradition and its liturgical and spiritual life.

- Design and execute weekly formation opportunities for youth.
- Offer youth and family activities outside of regular formation programs.
- Offer and encourage service and outreach opportunities in the community.
- Encourage attendance at diocesan youth events.
- Foster and sustain a safe environment where youth are encouraged to explore their faith and to build lasting relationships with one another.

The Curate will also have other duties that align with youth ministry:

- Serve as staff support for the acolyte ministry.
- Build connections with children and families who are not yet involved in youth ministry. This will include planning events for “rising” youth, attending events that are intergenerational and/or involve all families, and assisting with Children’s Worship.
- Serve on the Christian Education Committee.

Administration and Communication:

- Meet regularly with the Rector and Director of Formation to ensure coordination with all aspects of parish life. This will include the development of an annual calendar of events.
- Recruit, coordinate, and train additional leaders/volunteer base for youth activities.
- Maintain clear and consistent communication with families about all events (including weekly announcements/email updates and contributions to the weekly e-newsletter, The Windowpane). Work collaboratively with the Director of Communications to ensure an ongoing media presence for the youth program.
- Maintain proper documentation for all youth involved in the program (i.e., emergency medical forms, media/picture releases, permissions slips for any travel, etc.).
- Prepare and oversee the budget for youth ministry.
- Stay up to date on Safeguarding God’s Children/Safeguarding God’s People training and ensure compliance with those guidelines at children and youth events.

Skills and Qualifications:

- A clergy person who is committed to and excited about working with and learning from youth.
- A Master of Divinity/Seminary degree; child and adolescent development, counseling, and previous work with children and youth is preferred.
- Proficient in using technology and social media.
- Demonstrates creativity and initiative in planning and executing programs and events.
- Ability and desire to collaborate with others in shaping this ministry, while also demonstrating an ability to work independently when needed.
- Understands and appreciates the importance of teamwork and mutual accountability.
- Ability and willingness to ask for help when needed.
- Welcomes and incorporates new ideas and input of others.
- Proactive in addressing problems and challenges.
- Ability to handle conflict in constructive ways and keep people talking together and “at the table,” even when disagreements arise.
- Excellent ability to manage details in a busy and complex context, including time management skills.
- Excellent communication skills; able to work with clergy, staff, parishioners, volunteers, and visitors.
- Ability to maintain confidentiality where required or prudent.