

**Episcopal Church of the Good Shepherd**  
5337 Jacksboro Pike, Knoxville, TN 37918

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**Coordinator of Children and Youth Ministries**  
**Job Description**

The Episcopal Church of the Good Shepherd (“the Church”) recognizes that even the smallest child is already in relationship with Jesus, the Good Shepherd, and that children and youth all have deep spiritual gifts given by God. Starting with Godly Play, the Church seeks to set young hearts and minds afire with the mystery, wonder and love of God, respecting each child’s spiritual journey while strengthening them individually and in community so that they become Christ’s hands and heart in the world.

The ***Coordinator of Children and Youth Ministries*** works with the Rector, congregational leaders and church staff to offer age-appropriate spiritual formation for children and youth and to ensure that children, youth and their families are included in all aspects of parish life. S/he is responsible for development and oversight of ministries related to children and youth, including but not limited to nursery, Sunday school, youth group, children’s church, vacation bible school and seasonal special events. S/he also works closely with the pastoral staff to ensure that pastoral needs of children, youth and families are met.

Specific responsibilities of the Coordinator of Children and Youth Ministries position include, but are not limited to, the following:

- Implementing the tenets of *Safeguarding God’s Children’s* training curriculum
- Research and development of knowledge of curriculum suitable for different age levels of children and youth in varied settings, e.g., Godly Play, Journey to Adulthood, confirmation and baptism curricula, Lesson Plans that Work. . .
- Development and maintenance of curricular material
- Creation and publication of schedule of activities for children and youth
- Recruitment and support of volunteers to “staff” various activities, including weekly Sunday school during the school year, weekly Children’s Church all year, and regular youth activities outside of Sunday school during the school year
- Development of ongoing training for volunteers, parents and staff, including Diocesan required training as well as training in appropriate curriculum and the spirituality of children and youth
- In collaboration with the Rector, hiring and supervision of nursery staff and youth staff (if a separate person is employed in this position)

- Ongoing evaluation of programs to ensure that they are meeting spiritual needs of children and youth
- Promotion of programs to the congregation and the community
- Communication and coordination with mission team to ensure that children, youth and families are involved in Church mission ministries
- Coordination of special events with volunteers and other church staff which have included Sundaes Sunday, decorating of Jesse tree, Christmas pageant, Christmas children's choir, family friendly Epiphany celebration, Easter Egg hunt, Liturgy of Light celebration
- Communication and coordination with other children and youth ministers in Diocese, encouraging Diocesan participation of children and youth as appropriate

**Gifts and skills necessary:**

- Warm, loving, Christ-centered spiritual presence
- Willingness to be active in one's own spiritual growth
- Ability to get along with and relate to people of all ages
- Ability to research and discern best practices and programs
- Creativity
- Ability to plan, organize and implement multiple programs and activities
- Ability to successfully encourage and motivate volunteers

The Coordinator of Children and Youth Ministries reports to the Rector of the Church.