



# St. John's Episcopal Church

## DIRECTOR OF YOUTH MINISTRY

### Job Description



#### PARISH PROFILE:

St. John's is a congregation of about 1500 members worshipping in the mother church of the Diocese of Florida. Founded as a mission parish in 1829, the church's first building was erected in 1837.

St. John's stands in downtown Tallahassee, not far from Florida State University and the state Capitol. This gives us a unique perspective on the place where education and politics intersect with the Kingdom of God.

We are an energetic, thriving church with growing membership and over 100 youth between 6-12 grade. We value excellent liturgy and music; we are seriously committed to outreach; we constantly work to align ourselves with the needs of our community and invite, encourage and welcome others to join us.



#### POSITION OVERVIEW:

The Director of Youth Ministry will be responsible for developing, coordinating, and administering an effective and comprehensive ministry for youth between grades 6-12, and to their families, consistent with St. John's core values: Belong, Center, Grow, and Serve. The Youth Minister will work collaboratively with the clergy team and staff, and report to the Associate Rector.



This position requires approximately 40 hours per week including nights, weekends, and multi-day summer trips. The Director must hold a valid driver's license and own a vehicle with insurance and a safe driving record. Employment at St. John's requires a background check, completion of the Episcopal Church Safeguarding programs, and completion of all application forms.

Qualified candidates should send a cover letter and resume by April 15 to Lindsay Hardy, Parish Administrator: [lindsay@saint-john.org](mailto:lindsay@saint-john.org)

---

## ESSENTIAL RESPONSIBILITIES OF THE JOB:

### BELONG:

- Oversee the design and implementation of youth activities.
- Develop relationships with youth through weekly conversations.
- Communicate and build relationships with youth parents.
- Maintain regular office hours on campus.

### CENTER:

- Plan Youth Confirmation class.
- Facilitate youth participation in worship services and oversee acolyte ministry.
- Foster prayer and spiritual growth among leaders and youth.

### GROW:

- Recruit, train, and motivate interns and volunteers, while making sure they are compliant with Diocesan policies.
- Develop a program consistent with the theology of the Episcopal Church, while meeting the needs of youth and their families.
- Oversee the St. John's Youth web and social media platforms.

### SERVE:

- Manage youth budget, fundraising, and finances.
- Plan the annual mission trip, community outreach projects, and inspire a sense of service.
- Encourage participation in Diocesan youth activities.
- Attend staff meetings and other parish committee meetings.
- Accomplish other duties as assigned.

## COMPETENCIES AND QUALIFICATIONS:

The ideal candidate should have experience in youth ministry. The Director should exhibit integrity, grace, and patience.

Candidates must have:

- A well-grounded and authentic Christian faith.
- Outstanding leadership and relationship skills for educating, inspiring, and empowering young people, teachers, volunteers, parents, and reaching out to newcomers.
- Knowledge of scripture and the Episcopal Church.
- Bachelor's degree or equivalent.
- Ability to maintain healthy working relationships.
- The desire to create an inclusive, welcoming, and a respectful environment.
- An understanding of confidentiality and discretion.
- A knowledge of technology and social media.
- The ability to create strong teams and resolve conflicts.

