



Cathedral of St. Paul | 134 West Seventh Street | Erie, PA 16501
St. Mark's Episcopal Church | 4701 Old French Road | Erie, PA 16509

Director of Children & Youth Ministries

The Director of Children & Youth Ministries seeks to develop faith-focused, authentically Episcopal, Christian education opportunities for children, youth, and young adults. The Director will partner with the leadership at Erie Episcopal to help children and youth think more deeply about their faith and about their actions in the world. Although this position is housed at the Cathedral of St. Paul, the Cathedral is in creative collaboration with St. Mark's Episcopal as Erie Episcopal, with one staff. The Director of Children and Youth Ministries is part of what is already an exciting partnership in Erie for the Kingdom. This position is a salaried position, with sick/vacation time, family health care, and pension, and reports to the Dean of the Cathedral. The scope of responsibilities includes, but is not limited to:

- Creating a sustainable, authentically Episcopal youth ministry, which will include regular meetings of middle and high school students, training a volunteer base, developing service opportunities, developing a confirmation program, and integrating youth into the life of the congregations. This may include cooperation with other local Episcopal Churches and the diocese.
- Initiating, developing, and maintaining relationships with young people and their families, serving as the primary contact for new families and the point person for those families already integrated into the parishes.
- Supervising the Assistant for Children's Ministry, who is housed at St. Mark's Episcopal. The Assistant currently coordinates the nursery and Children's Chapel, but the Director will have a role in developing a volunteer base, training teachers, and selecting/developing curriculum. The Director will supervise volunteers having the necessary clearances and training, developing additional Sunday morning opportunities, and scheduling.
- Developing and supervising additional ministry opportunities, including, but not limited to, event-based children's programs (e.g. Advent Fire, Blessing of the Backpacks), opportunities for children and teens to participate in worship, and volunteer opportunities in the community.
- Together with the Dean, Executive Directors, and the Coordinator of Digital and Print Communication, developing a communication plan for children and youth.
- In conjunction with the diocesan camp director, assisting and planning one week of diocesan youth camp in June. Additionally, in conjunction with the diocese, planning Episcopal Youth Event, a national event occurring every two years. The Director for Children and Youth Ministries will also allocate time to consult with other parishes on their youth programs as a resource.
- Other duties or program responsibilities as assigned by the Dean, which may include further diocesan responsibilities as time permits. The Director is also encouraged to develop other

programming that aligns with their interests and abilities, either in the parishes or in the community.

Position Requirements:

- Education and experience consistent with the position
- Familiarity with the Christian tradition as expressed by the Episcopal Church, although applicants need not be part of the Episcopal tradition
- Thoughtful both theologically and liturgically; able to work with people of differing perspectives and find common ground
- Enthusiasm and creativity around new, collaborative enterprises
- Creativity and flexibility in how church is conceived; a willingness to adapt when necessary
- Excitement for developing new programs, while continuing current programs that work
- Experience working in teams and comfortable working independently
- Willingness to learn and be open to learning from others, particularly the coaches in the organization
- Ability to write and communicate well
- Willing to work a variable schedule that includes Sunday mornings and some evenings
- Appropriate clearances and evaluations as required by the Diocese of Northwestern PA

To Express Interest:

Please send a cover letter and resume to the Very Rev. Melinda Hall at mhall@cathedralofstpaul.org.