ST. JOHN'S WESTWOOD

Youth & Children's Minister

St. John's Westwood, an Episcopal parish in Westwood, Massachusetts, seeks a talented and enthusiastic part-time (fifteen hours per week) Youth & Children's Minister. St. John's is a warm and growing community that is known for its formation programming and outreach ministries. The church has approximately 200 members, many young families, and a weekly attendance of about 70 during the program year. We run a weekly Sunday School program for K-4th grade students (with an expected roster of 11 children in this coming program year); and monthly middle school and high school classes (with expected rosters, respectively, of 5 and 11 students in this coming program year). Our youth and children's formation program also includes a confirmation program for teens and nursery care for younger toddlers and infants.

The Youth & Children's Minister will report to the Rector and works collaboratively with the Rector, with staff including a nursery caregiver, and with other lay leaders, including a roster of at least five parent teacher volunteers, to provide and lead formation for our children and youth.

Duties and responsibilities

The Youth & Children's Minister shall work for fifteen (15) hours per week during the program year, 44 weeks from mid-August to mid-June, to:

(Nursery, K-4th Grade & Middle School)
1. Recruit and support teacher for the K-4th Grade and Middle School (5th-8th Grade) classes.
2. Plan and organize seasonal outreach service projects for the K-4th Grade program, including the "Souper" Bowl of Caring and Lenten mite boxes.
3. Plan and organize, with the Priest Associate, two special Saturday morning programs: St. Nicholas' Day and the Path to Easter.
4. Plan and organize the Christmas Pageant.
5. Review and order curricula for the K-4th Grade and Middle School programs.
6. Plan and organize monthly Middle School outreach projects and events.

(High School & Confirmation)
7. Run the High School (9th-12th Grade) program, including teaching the once-a-month class and organizing and leading the once-a month outreach events.
    i. Coordinate participation in the yearly *CityReach* overnight program at St. Paul's Cathedral, Boston, for the High School program.
8. With the Rector, co-teach the Confirmation Class (which runs every-other year).

(Miscellaneous)

95 Deerfield Avenue, Westwood, Massachusetts 02090
Phone: 781-329-2442   email: church.admin@stjohnswestwood.org
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9. Provide resources and supplies for children and youth in all programs (Nursery Care through High School).
10. Supervise and support the staff Nursery Care Provider and Assistant Youth and Children's Minister positions.
11. Chair and coordinate seasonal meetings of the Christian Formation Committee.
12. Attend Diocesan formation workshops as needed.
13. Report to the Vestry as needed.
14. Provide communications support about the Church School and Youth events to the parish administrator for the weekly eNews.
15. Provide timely and frequent direct communications to parents about the Church School and Youth events.
16. Prepare and submit a budget to the Rector for the following calendar year prior to October 1.

Qualifications

Interested candidates should be grounded in the Christian faith and have a strong interest in working with children and youth. Candidates should respect young people, foster strong relationships, promote inclusion (including for LGBTQIA+ youth), and build community. Candidates should be collaborative and be ready to regularly partner with parents and staff to maintain program excellence and include new families. Candidates should also have:

1. A Bachelor's degree or higher.
2. Experience working with youth in a Christian setting.
3. Strong leadership and organizational skills.
4. Excellent interpersonal, communication, and facilitation skills.

Compensation

Compensation to be discussed with the candidate and will vary depending on experience. Flexible work environment and schedule to be discussed with the candidate. Send your résumé and cover letter to:

The Rev. Michael Bousquet at
rector@stjohnswestwood.org

References and a CORI background check will be required for this position.

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