



ALL SAINTS KINGSWAY ROLE DESCRIPTION

MINISTRY POSITION TITLE: *Associate Minister for Children & Youth*

TERM OF OFFICE: Part time Employee, 20 hours per week. Salary to be negotiated

SUPERVISION AND SUPPORT:

Reports to: Incumbent

Leadership Teams responsible for this Ministry: Churchwardens, Godly Play Team

PURPOSE OF THIS POSITION: The purpose of this position is to facilitate programming that nurtures the Christian formation of children and youth. It is a position that works directly in the implementation of the children's ministries of Godly Play, the youth ministry and other initiatives.

POPULATION(S) SERVED: The children, youth and families of All Saints Kingsway.

DUTIES AND RESPONSIBILITIES:

1. Assess spiritual and other needs and interests of youth and children, and develop programming accordingly.
2. Recruit and screen volunteers for the youth ministry in accordance with the Diocesan Responsible Ministry: Screening in Faith Policy.
3. Recruit and screen Storytellers and Doorpersons for the Godly Play ministry in accordance with the Diocesan Responsible Ministry: Screening in Faith Policy.
4. Coordinate the Godly Play schedule, tend to the care of the room and supplies, and ensure the training of Godly Play Leaders.
5. Develop, nurture and supervise a healthy parish children's ministry.

6. Develop, nurture and supervise a healthy parish youth ministry.
7. Coordinate Sunday Youth Group, tend to the care of the youth room and supplies, and ensure the training of Youth Leaders.
8. Prepare and present reports at the Advisory Board meetings and at Annual Vestry meetings.
9. Plan and implement children and youth Annual Vestry meetings and provide a report to the Executive Committee.
10. Maintain appropriate records in a confidential manner.
11. Ensure that at least two screened adult leaders are present at each event and that there is compliance with the leader ratio as dictated by the parish guidelines for ministry.
12. Communicate youth ministry events and opportunities for service to the youth.
13. Supervise the building set-up for ministry activities, and help coordinate clean-up after use.
14. Communicate with the incumbent reporting any concerns in a timely fashion.
15. Communicate with parents regarding events and procure signed consents as outlined in the parish guidelines and policies.
16. Manage and oversee the nursery staffing and scheduling.
17. Maintain a safe, welcoming and inclusive environment for all.
18. Help coordinate special events and activities.
19. Other duties as mutually agreed upon.

SKILLS/KNOWLEDGE REQUIRED:

1. Theological training, ideally in the area of Christian Youth and Children's Ministries.
2. Committed to continuous learning.
3. Proven successful experience working with children & youth, ideally in a Christian setting.
4. Willingness to become familiar with the norms, structures, values and worship of the Anglican Church and to acquire knowledge of relevant diocesan canons.
5. Able to demonstrate written and verbal advocacy skills.

COMPETENCIES NEEDED:

1. A vibrant Christian faith and ability to articulate it (shows evidence of personal engagement with the gospel).
2. A passion to work with children & youth.
3. The ability to relate the Christian story to the needs and concerns of children & teenagers.
4. An understanding of themselves as a fellow pilgrim in the faith.
5. A commitment to ongoing spiritual growth and professional development.
6. Strong interpersonal, organizational, communication and listening skills.
7. The ability to be sensitive to people of diverse backgrounds and those in difficult circumstances.
8. The ability to relate to children, youth, their families and parish leadership.
9. The ability to set and maintain personal and professional boundaries.
10. The ability to recruit, equip and support volunteers, cultivating a team environment.
11. The ability to build bridges with other parish groups and individuals.
12. A willingness to network effectively with other churches and to work beyond parish boundaries and in joint ventures.

SUPPORT, SUPERVISION AND EVALUATION:

1. Annual performance reviews will be conducted by the Incumbent.
2. Support systems are provided such as the Godly Play Team.
3. Participation in regular staff and clergy meetings - consultation in decisions affecting the parish as a whole.
4. Secretarial and administrative support will be provided.

LIMITS OF THE POSITION:

1. Work within the Diocesan Professional Youth Ministry Guidelines.
2. Work within the Diocesan Professional Children's Ministry Guidelines.
3. Have at least two screened leaders present at all children or youth ministry functions.

4. Comply with the Responsible Ministry: Screening in Faith Policy.
5. Comply with policies governing confidentiality.

TRAINING PROVIDED: Diocesan Sexual Misconduct training

POSITION RISK ASSESSMENT: High

BENEFITS AND OPPORTUNITIES:

1. To disciple children and youth in the faith of the church as followers of Jesus.
2. To be a major contributor to a sense of belonging for children & teenagers within our faith community.
3. To play a key role in developing the gifts and service potential of young people.
4. To inspire children and youth to be active in throughout the life of the church.