

## THE EPISCOPAL CHURCH OF THE GOOD SHEPHERD

*The Episcopal Church of the Good Shepherd in Raleigh, NC is a welcoming and inclusive parish that seeks to meet and serve Christ in all people and to glorify God in our words and our actions. We are a member parish of the Episcopal Diocese of North Carolina.*

### Job Description: Youth Minister

Coordinate and oversees all programming and formational offerings for youth (6th grade – 12th grade) with a focus on the EYC (Episcopal Youth Community). The Youth Minister encourages and equips youth to develop their own personal relationship with God and to serve others by providing outreach opportunities and facilitating conversations that help youth sense God's love and presence in their lives. This is a part time position of on average 10 hours per week.

#### Essential Functions:

- Develops a youth ministry program of spiritual formation for 6th-12th grades in consultation with the Rector.
- Fosters an inclusive, welcoming, and affirming environment for all youth and caregivers regarding race, gender, sexual orientation, and background.
- Demonstrates sensitivity, skill, and creativity in facilitating meetings and fostering connections whether in person or in an online setting (Zoom, Webex, etc.).
- Collaborates with youth, adult volunteers, staff, and clergy to schedule programming events including, but not limited to, weekly youth group meetings, fellowship and fundraising events, and an annual mission trip.
- Provides mentorship to youth in deepening their faith and growing as disciples of Jesus Christ.
- Maintains active and timely lines of communication with youth, caregivers, and members of the parish.
- Maintains accurate contact information for youth and reach out regularly and proactively to new participants.
- Serves as youth ministry liaison to the diocese and other local parishes, and encourages youth participation in diocesan youth events and initiatives.
- Ensures that proper documentation (i.e., permission slips, health records, insurance) is acquired and maintained for all young people participating in trips and programs and that all chaperones have completed Safe Church training.
- Develops an annual budget for Youth Programming in consultation with the Rector and the Director of Finance.
- Informs clergy of pastoral needs and honor the confidentiality of sensitive information.
- Attends regularly scheduled meetings with the staff and the Rector.

#### Qualifications:

- Bachelor's Degree or Associate's Degree, or High School Diploma/GED plus three or more years of work experience in a related field
- Strong interpersonal and organizational skills
- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience
- Demonstration of initiative and inclusivity when working independently or collaboratively on projects
- Completion of criminal background check
- Completion of Safe Church training

#### Core Competencies:

- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Projects a sense of empathy and understanding when dealing with members and friends of the congregation. Is able and willing to supply answers and resources that others find satisfying.
- **Information and Communication:** Is able to communicate clearly and succinctly. Clearly delivers message in a tone appropriate to the context. Is timely and transparent in the sharing of information, but also uses discretion and knows how to respect confidences.
- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Learns from mistakes. Encourages and empowers others through collaboration, proactive problem solving, and responsiveness.

To apply, please email your resume and contact information for two references to the Rev. Imogen Rhodenhiser, Rector, at [imogen.rhodenhiser@cgs-raleigh.org](mailto:imogen.rhodenhiser@cgs-raleigh.org).