



ST. PAUL'S

EPISCOPAL CHURCH

Children, Youth, and Families Coordinator
(Scroll down for Sexton job description)

St. Paul's is a transitional-sized Episcopal parish adjacent to downtown Wilmington, NC. They are known in the community for their advanced music and choral programs, as well as their commitment to community outreach and missions. In an effort to support a more intergenerational ministry, St. Paul's seeks a new Children, Youth and Families Coordinator to oversee faith formation for families of all ages and partner with current church leaders to integrate children and youth into the life of the parish. This is a brand new position, anticipated to be 15 hours per week, with potential for growth. Current established programs include children's Sunday school (Godly Play for ages 4-7 and Children of the Good Shepherd for ages 8-11) as well as Episcopal Youth Community (EYC), an evolving formation and fellowship offering for youth in grades 6-12. This role is expected to develop over time and St. Paul's hopes to find the right person to contribute to that vision and growth.

Key Responsibilities

- Serve as the leader for faith formation ministries for children and youth.
- Articulate to parents and the parish the purpose and goals of the church's programs for children and youth.
- Collaborate with the CYFM Committee for visioning.

Family Ministry

- Build personal, pastoral relationships with children, youth, and parents, and work in cooperation with other staff members and lay leadership of the parish.
- Oversee the integration of children and youth into the life and ministry of the parish. • Foster a commitment to intergenerational learning and fellowship.
- Provide pastoral care to families as needed, engaging with clergy for support. • Provide personal spiritual nourishment for parents of all stages and equip them with tools and resources to serve as faith leaders for their children.
- Develop and implement family outreach projects, in conjunction with the parish or parish-sponsored organizations.
- Support parish major events as needed (Blessing of the Animals, Parish Picnic, Advent Wreath Making, Lessons and Carols, etc.).
- Facilitate the youth summer mission trip (Glory Ridge) alongside the Rector.

Children and Youth Program Management

- Coordinate Sunday morning volunteers including schedules, training, teacher lists, supplies, etc. • Provide curriculum support for children's Sunday School (Atrium 1 and 2).
- Oversee all aspects of EYC including content, leaders, planning, and special events. • Coordinate lead volunteers in CYFM major events.
- Contribute to creative worship opportunities for children and youth.
- Coordinate worship leadership for youth including acolytes, lectors, ushers, and more, in conjunction with lead volunteers.

- Maintain accurate database contacts for all children, youth, and families.
- Execute direct communication to families via relevant platforms (email, social media, mail, etc.).
- Partner with church staff to include children and youth ministry updates in parish-wide communications such as the website, bulletin, e-mails, and social media.

Administration

- Hire, train, and support nursery workers.
- Manage nursery calendar.
- Ensure proper adherence to Safe Church/Model Policies for Safeguarding for CYFM volunteers.
- Submit and maintain the annual budget for children and youth ministry.
- Participate in weekly staff meetings.
- Perform other duties as requested by Rector.

This position reports directly to the Rector with a yearly salary of \$15,600. An expected schedule includes Sunday mornings, with office hours and other programming flexible. Night and weekend work is seasonally anticipated, including special events and trips. Qualified candidates should have some experience engaging with children or youth, whether that is through church, teaching, youth work, or otherwise. Most important is a person of grounded, personal faith, commitment to and love for the Episcopal tradition, a heart for young people, and a willing and flexible team player. The Coordinator will engage in a shared ministry with the Rector, a ready and willing resource with a background in youth ministry. There is growth potential in responsibilities and hours over time.

To learn more about St. Paul's, visit our website at <https://spechurch.com>. Interested candidates can submit a resume and cover letter to the Rev. Caleb Lee rector@spechurch.com.

JOB DESCRIPTION: PART-TIME Church Sexton

PURPOSE OF POSITION

The purpose of the sexton is to keep St. Paul's building and grounds clean, secure, and orderly; assisting church staff, volunteers, and members of the congregation with ministry needs as it applies to the church campus, and its facilities.

RESPONSIBLE TO

The Sexton is responsible to the Rector and Parish Administrator in conjunction with the Wardens of the Church.

JOB DESCRIPTION

The Sexton will be responsible for

- performing janitorial services on Sundays and other special events as needed
- opening and closing/securing the church campus during service times.
- assist the hospitality team during parish meals, receptions, and special events (dishwashing, general kitchen cleaning, and food service tasks)
- work in consultation with the Gentlemen of Noble Poverty (maintenance team) and other church guilds to accomplish weekly tasks

TIME REQUIRED

This position will start at 15 hours per week, with the possibility of additional hours as needed. Competitive pay based on experience.

Non-Negotiable times include:

Sunday – 7 AM – 1 PM

Wednesdays – 11 AM – 2 PM

Thursdays – 8:00 AM – 12:00 PM

Other times throughout the week for special services and events as needed. Compensation will increase with additional weekly hours for special events.

QUALIFICATIONS AND SPECIAL SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Education and experience -High School diploma or GED, with one to three years related experience or training.
- to read, communicate, comprehend, and carry out instructions, short correspondence and memos.
- Ability to add, subtract, multiply and divide units of measure.
- The candidate for this position must have adequate reliable transportation.

- The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working.

PHYSICAL DEMANDS

The individual in this position must possess physical and sensory ability necessary to perform all essential job functions and responsibilities safely and successfully. This includes but is not limited to:

- The ability to safely work with tools.
- The ability to climb steps and ladders as well as to bend, pull and push.
- The ability to move and carry objects.
- The ability to move, carry, and lift up to 50 lbs.

BACKGROUND SCREENING & SPECIAL TRAINING

Candidates for this position must complete a required background check and Safeguarding God's Children and Vulnerable Adults training.

HOURS & COMPENSATION

This position will start at 15 hours per week, with the possibility of additional hours as needed. Competitive pay based on experience.

HOW TO APPLY

Please submit a cover letter and resume to admin@spechurch.com