



ASSOCIATE FOR CHILDREN, YOUTH, AND FAMILY MINISTRIES

Christ Church (Grosse Pointe, Michigan) seeks a Jesus-centered, creative and strategic individual to join the senior staff as the Associate for Children, Youth, and Family Ministries. The new Associate will join the Rector, senior staff, and vibrant community in the leadership and ministry of a large parish rooted in the Anglican liturgical tradition. Specific ministry leadership will focus on the development, engagement, and care of our children, youth, and their families with the goal of *connecting children, youth, and families to faith and our faith to life*.

This position is ideal for a highly-motivated, passionate lay or ordained minister with 3-5+ years of leadership experience in ministry for children, youth, and families, and a personal desire to develop and expand a vital ministry in our community. The ideal minister will exhibit a passion for Christ, for building the Christian community, and for nurturing Christian disciples in service to the world.

The Associate for Children, Youth, and Family Ministries will provide strategic leadership and creative vision for our ministry to children, youth, and their families at Christ Church Grosse Pointe. Major responsibilities include: design, organization, oversight, and implementation of a parish-wide ministry to children and youth; budget and staff accountability; volunteer development, including training and support programs; curriculum review and development; periodic teaching; establish and maintain contacts with other Episcopal faith communities nationwide.

Christ Church is a lively, progressive congregation, and lives fully the riches of our liturgical, spiritual, and theological heritage in witness and service to our wider community. We are a welcoming, compassionate, and inclusive community called *to bring God and people together to know and live the Good News of Jesus Christ*.

For candidates relocating to Grosse Pointe, the position may include housing in a church owned residence just a short walk from the church, enabling the Associate to take part in the full life of Grosse Pointe. Located only minutes from downtown Detroit, Grosse Pointe provides residential membership in a beautiful city park system, excellent school systems, and easy access to one of the nation's great cities and all that Detroit has to offer.

While we will accept applications until the position is filled, it is our intent to begin interviews on or around April 1.

If you believe that you are called to serve in this position, please send a cover letter and resume to Joseph Daniel, rectoroffice@christchurchgp.org.



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Summary Description

The Associate of Children, Youth, and Family Ministries has primary responsibility for the strategic development, leadership, and implementation of Christ Church ministry to Children, Youth, and their families. The Associate (lay or ordained) will work directly with the Rector, senior staff, and lay volunteers to manage, create, and lead all formation and fellowship programs for children, youth, and their parents and families.

Accountability

Reports directly to the Rector.

Level of Independence/Supervision

Receives guidance in terms of ministry goals and determines or establishes best policies and practices to support and fulfill identified goals.

Collaboration

Serves as member of senior staff and leadership team. The Associate will work with ministers (lay and clergy, volunteers and staff) to provide leadership and support in assigned areas of Christ Church ministry.

Duties and Responsibilities

Family Ministry

- The Associate is responsible for the design, development, oversight, and implementation of ministry programs and events that gather children, youth, parents, and families together for deepened fellowship, family formation, and community connection.

Children's Ministry

- The Associate is responsible for the design, development, oversight, and implementation of a comprehensive Church School program for our children (k-5th grade), including the nursery, Sunday School, Children's Chapel, *Wednesdays @ Christ Church*, Mothers of Preschoolers (MOPs) program, and summer programs. The Associate oversees the Director of the Parents' Day Out program and is the primary liaison to the Co-op Nursery at Christ Church.

Youth Ministry

- The Associate is responsible for the design, development, oversight, and implementation of a comprehensive Youth Ministry program for our youth (6th – 12th grade), including Sunday School, *Wednesdays @ Christ Church*, and monthly activities.

Community Engagement

- The Associate is responsible for engaging, developing, and expanding community relationships within Grosse Pointe that nurture and support children, youth, and families. Principal partners include the Co-op Nursery at Christ Church (CNCC) and The Family Center (both of whom use our facility). Additional partners include schools, local churches, and area youth programs.

Volunteer Development

- The Associate is responsible for the recruitment, selection, training, and support of ministry volunteers.

Senior Staff

- Senior Staff Leadership: As a member of the Senior Staff, the Associate will be responsible for ministry management and administration (including budget, calendar, and communications



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planning), participation in the on-going review and expansion of the comprehensive ministry of Christ Church, as well as the maintenance of a healthy, Christ-centered culture and community of faith, that seeks to excel in love.

- **Personal Development:** The Associate is encouraged to look for opportunities to expand ministry experience and responsibilities, and to participate in on-going personal and spiritual formation that will further their personal life in Christ and ministry within Christ's Church.
- **Ministry Development:** The Associate will work closely with the rector, senior staff, and volunteer leadership teams to review priorities and enhance the ministries of Christ Church.

Perform other related duties as assigned.

Classification: Fulltime Exempt

Reports to: Rector

Reviewed with Staff Member: _____

Supervisor

Date



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Qualifications and Experience

- Bachelor's degree or higher
- Experience in Education or Christian Education and Formation (prefer minimum of 3 yrs)
- Experience managing multiple projects simultaneously.
- Experience as an employee or at least a member of a liturgical church is preferred.
- Supervisory experience is preferred.

Competencies

- **Culture**
 - Christ-centered life
 - Creates a positive environment which inspires and energizes others
 - Organizes own time and prioritizes appropriately in order to accomplish critical tasks and to achieve personal and ministry goals
 - Friendliness and courteousness in dealing with people
 - Ability to work as a team with a large staff
- **Personal Development and Skills**
 - Self-directed and highly motivated
 - Ability to maintain interest in ongoing achievement and accomplishment in work
 - Flexibility and adaptability to priority changes
 - Willingness to learn and recommend change
 - Seeks opportunities to develop and increase knowledge and skill
 - Ability to work with children, youth, parents, and families
 - Knowledge of and familiarity with The Episcopal Church, including our history, theology, and liturgical practice
- **Volunteer Leadership and Development / Teamwork**
 - Ability to develop and train volunteers
 - Ability to maintain interest in ongoing achievement and accomplishment in work
 - Ability to build and maintain a spirit of teamwork and to work cooperatively with others
- **Leadership, Administration, and Management**
 - Ability to think strategically and deliver regular results.
 - Ability to organize resources, time to achieve goals, schedules, and desired work outputs
 - Ability to translate goals and objectives into implementation and development plans
 - Project management, including ability to manage multiple projects simultaneously.
 - Maintains and reviews processes and records to facilitate future planning and implementation
 - Ability to develop basic budgets and to track progress or change using financial data
- **Communication**
 - Ability to understand and be sensitive to the needs of individuals
 - Ability to provide information, express him/herself convincingly and effectively, the ability to listen and facilitate two-way communications

Proficiencies

- MS Office, especially, MSWord, MExcel, PowerPoint.
- Ability to communicate tactfully and effectively in both written and spoken form