

St. Ambrose Episcopal Church  
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St. Ambrose Episcopal Church, Foster City in the Diocese of California is seeking candidates for Youth Minister and Chaplain in a half-time capacity. The position is open to clergy and laity. The opening is effective September 1, 2018. If interested in the position, please send your letter of application and resume to the Rector, the Rev. David Ota at [dyota@mindspring.com](mailto:dyota@mindspring.com). Applications will be accepted until a suitable candidate is called.

**POSITION DESCRIPTION:**  
Youth Minister/School Chaplain

Date Approved by the Vestry: 07/24/2018

**STATUS:** half-time, Salaried

**HOURS:** 20 Hours per week

**BENEFITS:** Business Expense Account, Continuing Education Funds, Pension

**General Purpose of Position:**

To connect with youth and form youth (Middle School through High School students) in the Christian life in the Episcopal tradition by developing and implementing a comprehensive approach to youth ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving as a spiritual leader and role model. The youth ministry is to be integrated into the total life of the congregation and diocese. To assist the Rector by leading chapels for the school and providing pastoral care to the children, families and staff.

**Organizational Relationship and Supervision:**

The Youth Minister/School Chaplain reports to the Rector for spiritual and ministry guidance. The Rector provides an annual evaluation of the Youth Minister/ performance. The Youth Minister/School Chaplain will be responsible and subject to the Episcopal Church and the Diocese of California polity and doctrine, informed by the local church policy as determined by the Rector. A weekly meeting will be held with the Rector. Monthly reports will be submitted to the Vestry.

**The Primary Task:**

There shall be a comprehensive approach to the development and implementation of the youth ministry at all levels in the Episcopal Church and in all ministry areas of the local church. This comprehensive approach is based on the understanding of the primary task of youth ministry to:

- love youth and children where they are
- encourage youth and children in developing their relationship to God
- provide them with opportunities for nurture and growth
- challenge them to respond to God's call to serve in their communities and world

### **Responsibilities:**

1. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
2. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach.
3. Develop, support and guide the work of the Youth Council in an annual process of evaluating the vision and goals of the youth ministry and directing monthly planning sessions.
4. Mentor youth in developing their leadership skills.
5. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.
6. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios.
7. Be a liaison between the church, school and other community organizations, people, and resources that relate to youth and youth ministries.
8. Coordinate Sunday school curriculum for youth (grades 6-12) and recruit teachers in partnership with the Coordinator for Children and Family Ministry.
9. Coordinate and teach Confirmation classes in partnership with the clergy and provide leadership for confirmands, mentors, and parents beyond the classroom.
10. Keep records of youth participation and manage the youth ministry budget.
11. Communicate in a timely manner and as effectively as possible using all available resources (email, website, social media, bulletin, newsletter, bulletin board, etc.). Ensure communication with church staff and leadership, parents, and the congregation as a whole.
12. Make yourself available to youth in a variety of ways (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.)
13. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
14. Ensure that the Safe Church Policy is observed in all youth ministry and school settings.
15. Assist the Rector in leading chapels for St. Ambrose Sea Breeze School and serving as a pastoral resource to school families and staff.

### **Qualifications and Aptitudes:**

1. Must embrace Christian discipline and Episcopal Church doctrine and theology.
2. A bachelor's degree or equivalent in a related field is a minimum requirement. Professional Certification in Youth Ministry in the Episcopal Church is desired.
3. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the Episcopal Church.
4. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
5. Must possess a proven ability to work effectively with youth and children, diverse individuals, and teams of volunteers.