



The Episcopal Church of the Good Shepherd, Austin, TX

January 2024

CHILDREN, YOUTH, AND FAMILY MINISTRY ASSISTANT

Part Time / Non-exempt: 10 hours/week

Reports to: Priest for Youth, Children, and Families

Compensation: \$20 per hour

JOB DESCRIPTION:

The CYF Ministry Assistant will assist the Priest for Children, Youth, and Families in the planning and leadership of children and youth events and activities including mid-week programs, Sunday morning children's formation, and other annual programs such as Vacation Bible Camp, Youth Retreats, Youth Confirmation classes, Trunk or Treat, and the Christmas Pageant.

THE GENERAL DUTIES WILL INCLUDE:

- Providing a stable, responsible, kind, and spiritually mature presence at all children, youth, and family activities on Sundays and throughout the week as you share in the leadership of this ministry.
- Assisting the Priest for Children, Youth, and Families in designing and implementing meaningful opportunities for spiritual growth and Christian formation for children, youth, and their families.
- Leading weekly formation programs including Sunday morning programs for children and their families, primarily at our Hill campus.
- Taking your place on a staff of nearly 20 to contribute to the larger ministry of the parish.
- Using our Ministry Group structure, take a significant role in identifying, communicating with, and equipping volunteers for children and youth programs including Christian formation and community building activities, on and off-campus, especially at the Hill and in relationship with the Hillside ECC.
- Clearly and effectively communicating with all members of the ministry team, as well as volunteers, parents, and children, including drafting weekly newsletters and posting on social media, as appropriate.
- Assisting with administrative duties that facilitate our programs such as ensuring all events have current and correct information on our parish calendar and website, reserving rooms for events, sending email reminders, etc. to volunteers, parents, and others.
- Assisting with Sunday morning worship as needed in one or more of our 6 services.

COMPETENCIES/REQUIREMENTS:

- Have a warm and open demeanor and a heart for ministry to children, youth, and their families.
- Be a mature and faithful Christian who will pursue one's own discipleship to better nurture the spiritual formation of others.
- Complete the Episcopal Church's Safeguarding God's Children training and pass a background check.
- Have prior familiarity with, or be willing to be trained in the Godly Play method of children's formation.
- Have a valid driver's license and pass a driving history check.

- Have excellent written and verbal communication skills.
- Be a capable and competent user of basic computer programs such as Word, Excel, Outlook, and other administrative software.
- Be utterly reliable and on-time for all programs.
- Be a capable administrator and organizer of others.
- Be able to support and affirm LGBTQ+ children, youth, and families.

If you are interested in applying, email [the Rev. Brin Bon, brin@gsaustin.org](mailto:brin@gsaustin.org).