

Youth / Family / Young Adult Christian Formation Minister

To serve St. Luke's & St. Stephen's in Billings

St. Stephen's and St. Luke's both currently have young families present in their respective faith communities including a core group of children and youth. Joint youth groups have historically been part of the ministry of the two local parishes. The full-time position is designed to invest in the future by providing leadership, organization and direction for youth, family, young adults. By offering religious knowledge and experience among the membership of both congregations the minister will establish developmentally appropriate activities that will enable us to expand the mission, meeting the wider community. The ideal candidate will establish developmentally appropriate activities that excite and encourage faith formation and growth, and build relationship within, among, and beyond the parishes.

Intentional investment in the program will foster growth in both parishes by engaging next generations in the mission, ministry, and life of the Episcopal Church in Billings. This can become a self-sustaining ongoing ministry expanding into the wider community.

Primary Duties and Responsibilities

Program Development:

- Oversee all regular weekly programming Christian formation opportunities for:
 - ✓ Families with children
 - ✓ Children and Youth
 - ✓ Young adults – Parents, singles, couples
- Plan and coordinate a diverse calendar of special events for children, youth, and their families, including joint events for both parishes
- Ensure thorough preparation for all programs and activities, including procurement of necessary materials
- Recruit, train and support required volunteers including all proper safety and protections procedures are followed as required by church canon
- Advocate for children, youth, and their parents in the context of both parishes and the wider community.
- Prepare a budget for the program
- Seek and secure grant funding as possible

Vision and Planning

- Effectively share the vision of the children and youth ministry with the children, parents, volunteer
- Ensure youth parents and church staff understand the vision and can articulate how different aspects of the ministry fit the vision
- Establish Advisory Group representing people from both parishes to develop and evaluate annually the vision of the program that includes faith development and growth through: fellowship, mission, Bible study, relationships, and church involvement

Leadership Recruitment and Training

- Identify, recruit, train and support Christian Educators and volunteers
- Ensure volunteer positions have job descriptions
- Ensure children and youth ministry volunteers receive training
- Direct and confirm that all adults working within the scope of youth/family/young adult ministry have met the necessary requirements for serving including completion of *Safeguarding God's Children* training
- Ensure all adults are engaging in safe church practices

Community Outreach and Evangelism

- Actively engage with community organization that focus on youth, young adults and young families
- Enthusiastically build relationships with youth and their families.
- Maintain excellent communication with youth, parents and the church through a variety of print, digital, and social media
- Network with organizations in Billings that focus on youth and families
- Take an active role in United Campus Ministry
- Promote Camp Marshall and our local programs
- Take part in the liturgical lives of both parishes
- Participate in Diocesan Youth and Young Adult events

Collaborative Ministry (between parishes):

- Develop a team relationship with parish leaders in both parishes
- Develop and implement systems for follow up with families who are new or have not been attending regularly
- Work with Diocesan Canon for Christian Formation
- Work with Camp Marshall
- Take part in the liturgical lives of both parishes
- Participate in Diocesan Youth and Young Adult events

Accountability & Supervision:

- The minister will report to the rectors of both parishes who will partner in ongoing guidance and supervision, including monthly meeting for feedback and conversation

Requirements and Qualifications:

- Ideal candidate will have at least a Bachelor's Degree or higher with active involvement in and knowledge of Episcopal traditions and polity
- Ordination in the Episcopal church preferred, but not required provided all other requirements are met.
- Current diocesan background check
- Completion of Safeguarding God's Children
- Completion of Anti-Racism training
- References made available upon request

Compensation & Benefits:

- This is full-time professional position
- Salary and benefits negotiable based on education and experience