

## **Children's and Youth Minister St. Bede's Episcopal Church, Menlo Park, CA**

St. Bede's is a welcoming, intellectually curious, spiritually vibrant, child-affirming Episcopal congregation near Stanford University, with about 90 people in attendance on Sundays. We place a high value on our children's and youth ministry. We have a diverse and educated congregation; many are scientists who view science and faith as compatible. St. Bede's is theologically progressive and takes the Bible seriously while disavowing literalism. We currently have about 30 children ages 0-18 in our congregation.

We seek a half-time children's and youth minister to partner with us: to create a sustainable children's and youth ministry using Mark DeVries's model, to strengthen our Sunday school program, to build a program for middle- and high-school youth, and to join our collaborative, highly competent staff. We are looking for a candidate who will not only grow our ministry spiritually and numerically, but grow his/her own leadership skills as the program develops. Compensation is competitive and includes paid vacation as well as funds for continuing education. We are not able to cover relocation costs.

### **Responsibilities**

#### *Program Development (60%)*

- Work with Children and Youth Team to plan strategically for the spiritual development of children and youth
- Evaluate, recommend, and implement curriculum for Sunday school and youth ministry; create age- and developmentally-appropriate groupings of children and youth; coordinate youth confirmation preparation; some hands-on ministry with children and youth, including leading chapel one day per week for Trinity School
- Build relationships through regular communication with parents, parish, and community about children's and youth ministry
- Develop intergenerational connections within parish

#### *Administrative (40%)*

- Recruit, train, and support a team of volunteers; supervise paid nursery attendant and Sunday school teachers
- Manage children's and youth ministry budget; advocate for resources for children's and youth ministry; attend weekly staff meetings
- Oversee and administer seasonal traditions for children and youth (fall kickoff, Christmas pageant, Shrove Tuesday, Easter egg hunt, parish retreat, Sunday Funday)

### **Requirements**

- Open to lay or ordained applicants
- Deep and sustaining Christian faith; familiarity with the Episcopal Church a plus
- Bachelor's degree in a related field
- Experience in spiritual development of children and youth
- Experience organizing a group to accomplish a task
- Experience with program development
- Ability to engage with people of all ages
- Excellent time management skills; organized, proactive, good communicator
- Must complete and remain current with requirements outlined in the Diocese of California's "Called to Right Relationship" policy

### **To apply**

Please send a resume, cover letter, and names of three references to The Rev. Gia Hayes-Martin, Rector, at [gia@stbedesmenlopark.org](mailto:gia@stbedesmenlopark.org). Applications will be accepted until the position is filled.