

# Director of Children, Youth and Families Ministry

All Saints Church, Pasadena, CA,

Full-time, on-site

(Exempt Position)

**All Saints Church** is a progressive and dynamic Episcopal Church located in Pasadena, California. It is a thriving faith community rooted in a tradition of intellectual engagement and enrichment, and fully committed to offering a deeply fulfilling worship experience. All Saints core values are Radical Inclusion, Courageous Justice, Joyful Spirituality and Ethical Stewardship.

Immediate Supervisor – Senior Associate Rector

Direct Reports – Children and Youth Minister, Childcare Staff

Positions Available: 1

## **Hours:**

This is a full time, exempt position. Sunday attendance required. Attendance is also required when most youth program activities take place on Wednesday and Friday evenings. Occasional adjustment of schedule depending on departmental needs, such as Saturday Youth Retreats and Monthly Vestry Meeting Attendance.

The purpose of this position is to continue to develop and implement a vibrant Children, Youth and Families (“CYF”) Ministry that is welcoming, inclusive, and in alignment with All Saints’ values. The Children, Youth and Families department at All Saints strives to create a safe haven for all Children and Youth, and to amplify their voices in the church and in the wider community in spreading love, compassion, and healing to all people.

## **Position Summary (primary role and objectives)**

To make the love of God real and meaningful for all Children, Youth and Families. To continue to grow an engaging, empowering, compassionate, and listening space for all young people to explore faith and how it relates to their inner lives and the lives of the world around them. This position oversees all department activities for Children, Youth and Families, coordinates with an engaged group of Children, Youth and Families volunteers, and represents Children, Youth and Families on parish and community committees.

## **Position Duties**

- Create and continue to grow engaging, compassionate spaces for children and youth to explore faith and grow as leaders within the church and community.
- Oversee all department programs, events, and outreach activities for Children, Youth, and Families.
- Develop inclusive curriculum and recruit volunteers for various programs, teaching appreciation for the Episcopal Church’s expression of faith in all children and youth activities.
- Plan and execute retreats.
- Support individual needs of students and provide support for youth members’ academic and personal projects on topics such as faith, ethics, and social justice.
- Create and continue to grow welcoming and inclusive space for all children and youth, including LGBTQ+ students, neuro-diverse students, nonverbal students, and students with disabilities.
- Work closely together with parents of new students to make their transition to youth ministry and church as smooth as possible. Create individual support plans as applicable.
- Support parents in determining spiritual goals for their children and youth.
- Maintain accurate records and manage Children, Youth and Families departmental budget.
- Grow and increase the vitality, diversity and inclusion of this important ministry.
- Streamline communication, represent CYF on committees, and expand community relations.
- Organize volunteer appreciation events.
- Lead weekly department meetings.
- Provide pastoral care and foster joyful generosity within the congregation.

- Support organizational operations and attend relevant meetings.
- Build community relationships and support systems for parents that connect them to the broader All Saints community.
- Ensure that all Children, Youth and Families Program staff and volunteers comply with required safety procedures including background checks and Safe Church Safe Communities screening/training.
- Responsible for maintaining the necessary city/state mandated child-to-leader ratios at all church-sponsored events.
- Additional responsibilities include purchasing supplies and participating in continuing education.

**COMPLIANCE & INTEGRITY:** Consistently supports compliance and the All Saints Church Code of Conduct by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and All Saints Church policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Code of Conduct; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments. All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

**SERVICE & QUALITY:** In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the All Saints Church, as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our parishioners, and to purchasers, contracted providers and vendors.

**WORKPLACE SAFETY:** In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately. Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.

Qualifications:

- **Energetic and Creative** – Ability to infuse creativity and fun into children, youth, and families ministry. A proactive creative problem-solver that can identify the strengths and weaknesses of alternative solutions, conclusions or approaches to department needs.
- **Experienced Youth Advocate** – Ability to advocate for youth of the parish, amplifying their voices within the parish and community. Experience in working with youth and families to develop impactful department activities that encourage diversity and inclusion. This is not a program that is created for the youth to have to do, it is for the youth to have influence and agency over in all ways possible and appropriate.
- **Skilled Volunteer Coordinator** – Experienced in fostering, supporting and maintaining a program that is heavily dependent on actively engaged volunteers. The Director, with the support of Church Leadership, is empowered to organize volunteers and staff to support sustainable and thriving children and youth programs.
- **Adaptable:** Ability to coordinate multiple schedules to accommodate unexpected changes and/or adapt to shifting priorities, while being sure to uphold All Saints values and budgetary considerations. Conscientious and calm while navigating a high volume of tasks.
- **Service Oriented** - Ability to be attentive to the needs and concerns of families and youth and asking questions as appropriate. Experience professionally and diplomatically handling difficult and stressful situations.
- **Maintain Confidentiality** - This position is part of the pastoral care team and the staff assigned to this role is expected to maintain confidentiality regarding sensitive topics, while appropriately discerning what should be held in confidence. The Director is a Mandated Reporter, required by law to report reasonable suspicions of child abuse.
- **Computer Skills** – Social Media Management (Instagram, Facebook, and Discord). Experienced with Microsoft Word, Excel, Database Navigation, Outlook e-mail and hybrid working environment tools (video conference, remote scheduling, etc.).
- **On-site Project Management** - Assist with occasional heavy lifting of 30lbs or more for special projects, including event setup and tear down.

- **Valid Driver's License** - Have a valid driver's license and consistent access to a dependable personal vehicle in order to pick up supplies and run occasional errands. Comfort driving a company provided van to retreats on occasion.

All Saints Church is an equal opportunity employer committed to a diverse and inclusive workforce. All applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status. All Saints is an LGBTQ+ welcoming and affirming organization.

External hires must pass a background check. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal and state laws, as well as applicable local ordinances, including but not limited to the Los Angeles Fair Chance Ordinances.

Benefits: Rich Benefits Package Including - Paid Time Off, Retirement Plan, Full Employer Coverage of Health, Vision, and Dental Insurance

Salary: \$68,000 - \$72,000 (Depending on Experience)

How to apply: Email your resume and cover letter to [skramer@allsaints-pas.org](mailto:skramer@allsaints-pas.org) with the title of the position listed in the subject line of the email.