



**Associate for Youth and Family Ministries**

**(Lay or Ordained)**

St. James' Episcopal Church  
Skaneateles, NY

<b>Seeking</b>	Both ordained and Lay Candidates	
<b>Reports to:</b>	Rector	
<b>Compensation</b>	\$40,000-\$65,000/Negotiable	
<b>Benefits</b>	Workers' compensation insurance, as provided by State law; pension	
<b>Full/Part-time</b>	Part-time or Full time	If Part Time, Average of 20 hours per week
<b>Last Updated</b>	April 2025	

**Position:**

We are searching for and open to candidates seeking 2-year curacy positions following seminary with the possibility to extend a contract, ordained and seasoned clergy to serve as an associate priest, and lay persons with ministry experience.

**Purpose:**

To work with the Rector and Vestry to implement programs and strategies for ministries among children, youth, and families in the parish by developing engaging, relational faith formation programs, and training and supporting a network of volunteers. For those candidates who are ordained their responsibilities would also be taking on a larger role in the life of the parish and preaching.

**Observable Qualifications:**

- Exhibits a strong faith in God and a commitment to grow as a follower of Jesus Christ.
- Shows an ongoing passion for ministry with children, youth, and family formation.
- Values children as full members of the parish and encourages participation in church services
- Demonstrates a willingness to grow as a ministry leader
- Organizational and time management skills
- Computer skills, including spreadsheet and word processing
- Excellent communication and interpersonal skills
- Ability to support group rapport and effectiveness
- Experience managing volunteers, preferably in a non-profit setting
- Ability to maintain a work environment based on mutual respect and teamwork
- Collaboration skills and a high degree of flexibility

**General Responsibilities:**

- Maintains personal practices that will enable growth as a follower of Jesus Christ
- Works in collaboration with the Rector and other members of the staff
- Researches, develops, and oversees the creation of innovative new programming for children, youth, and their families

- Works independently and with others to develop a Sunday formation curriculum during the school year (September-May)
- Supports our youth in participation in worship through training and support on Sundays
- Consistently models an open and accepting environment that ensures children feel safe and comfortable
- Recruits and trains adult volunteers
- Willingness to work with other churches to build relationship among youth.
- Provides resources to families that support our parents in raising children of faith and deepening their faith as well
- Chooses and directs pageant and/or other Christmas & Easter programming
- Maintains open communication, registration & release forms, safety procedures and incident forms with all families on programming and spiritual resources
- Works in conjunction with Parish Administrator, Operations Director and Rector in preparing and managing a budget for the program
- Provides updates and other writings for the website, social media, Weekly newsletter, and seasonal Spirit newsletter
- Attends staff meetings, retreats, etc.
- Maintains Safe Church certification