



Saint Stephen's Episcopal Church, Birmingham, AL Youth Ministries Assistant Job Description

About Saint Stephen's:

Saint Stephen's is a vibrant faith community in the Episcopal Diocese of Alabama, serving 1,500 worshipping members, just over the mountain in the Cahaba Heights area. Our mission is to be a sanctuary for all as we strive to be the hands, feet, and heart of Jesus in our neighborhood and the world. Saint Stephen's youth group is one of the largest Episcopal youth groups in our Diocese. We enjoy fellowship and program through Sunday small groups, Sunday night EYC, Wednesday Night programs, as well as many off site trips, retreats, outreach opportunities, and more. Saint Stephen's encourages youth participation throughout our ministries and uplifts our youth as the 'now' of the church.

Purpose of Job:

The Youth Ministries Assistant is a part-time staff position that focuses on the ministry to/of the youth of the parish. Leadership, organizational, teaching, pastoral care, communication, and relationship skills are needed to perform this job with success. An interest and desire to work with adolescents, as well as the ability to manage, connect with, and lead adolescents are also mandatory. An environment of mutual trust, respect, and safety is facilitated by the youth leader, thus creating space for adolescents to build community where they can learn, grow, question, discover, teach, serve, worship, laugh and cry together. The Youth Ministries Assistant (YMA) reports to the Director of Youth Ministries of the parish, and is expected to uphold our mission and values. Youth mission: The Youth Ministry at Saint Stephen's Episcopal Church accepts, serves, and encourages youth of all different perspectives, helping them to do Christ's work in the world by becoming their true selves.

Responsibilities of the YMA [Approximate weekly hours]

1.) Wednesday Night [3 hours per week]

Help organize and facilitate our Wednesday Night program. This includes personal contact with the youth and initiating conversations, being more than a warm body in the room, crowd control and paying attention to the crowd attitude, help with set up and clean up from Wednesday night, and after sufficient time – lead a few programs designed by Director of Youth Ministries.

2.) EYC [3 hours per week] (Episcopal Youth Community)

In conjunction with the Director of Youth Ministries and other staff/volunteers, the YMA will attend Sunday evening EYC programs. The YMA is also expected to engage with youth, help with program, and assist with any other youth needs. YMA will also be there 30 minutes early to help set up and greet meal providers, and stay 30 minutes after to clean up and debrief.

3.) Administrative & Pastoral Care [1-4 hours per week]

Weekly: Attend regular meetings with the Director of Youth Ministries.

Biweekly: Communicate with youth on their level; text, call, meet up with.

2-3 times per month: Attend some kind of after school youth event (ex: attend soccer games, band competitions, track meets, school plays, etc.)

When needed: Help fulfill tasks and duties of the week as directed by Director of Youth Ministries

4.) Special Events

Attend the following weekend events and provide leadership and pastoral care as directed by the Director of Youth Ministries: Annual EYC retreat, Rite 13 Retreat, Confirmation Retreat, and any other events or retreats that Intern is able to attend.

Assistant is expected to serve, at least, one full school year (August to May).

To apply, please send a cover letter and resume to Catherine Poellnitz at catherinpe@ssechurch.org