

**St. John's and St. James' Episcopal Churches**  
**Director of Family Ministries**  
**Job Description**

**Position Summary:** Administer, adapt, and create formation programs in two vibrant Episcopal congregations to support youth of all ages and their families in their spiritual growth.

**Responsible to:** The Rector(s) or Priest(s)-in-Charge of St. John's in Royal Oak and St. James in Birmingham

**Position Hours:** An average of 24 hours a week – some flexibility is required. This amount will be split evenly between the two churches

**Qualifications:**

- Experience and enjoyment of working with children, youth, and families
- Demonstrated creativity in youth program development and oversight with a willingness to try, accept failures and try something new
- Self-motivated, able to work independently and within a team, and able to keep good boundaries
- Enjoy and be skilled in serving and interacting with a diverse group of staff and volunteers
- Excellent ability to communicate cross-generationally in a variety of mediums (verbal, written, social media, etc.)
- Ability to maintain confidentiality
- Willingness to take part in professional development and networking
- Familiarity with Episcopal theology, polity and liturgy
- Bachelor's Degree or equivalent education

**Responsibilities:**

- Participate in pastoral care for families from both churches and communicate issues with appropriate clergy
- Meet and welcome new families and help incorporate them into the life of the congregations
- Create schedules and adapt curricula for each congregation
- Recruit, train or maintain training, and support volunteers (Sunday School teachers and Youth Leaders)
- Assist in the planning and execution of special/seasonal church programs/liturgical dramas (Vacation Bible School, Christmas Pageant, Easter, etc.).
- Plan and implement intergenerational events
- Work with diocesan clergy and volunteers to run Bouncing Youth Group

- Write monthly articles for church newsletters and make sure appropriate announcements are communicated
- Check in with supervisors on a weekly basis
- Attend meetings as needed (staff, Vestry, parish, etc.)
- Other duties as assigned.

#### **Benefits**

- Pay of \$20/hour
- Pension benefits
- Continuing Education budget

#### **Application:**

- To apply, please submit an employment application and a letter of interest to The Rev. Maryjane Peck [mpeck@stjohnro.org](mailto:mpeck@stjohnro.org) and The Rev. Josh Hoover [josh@stjamesbirmingham.org](mailto:josh@stjamesbirmingham.org)
- Three (3) strong, current references will be required as part of the interview process.

#### **About St. James**

St. James mission is to feed and be fed. We do this through meaningful worship, outreach opportunities that focus on food and education, and formation that builds community. We are an affirming parish that also finds tension in making room for those who disagree. When other churches left the downtown area of Birmingham, St. James chose to stay and be a part of the life of the city. Our multigenerational church is now identifying how we can best serve the city, even if many of us come to worship from miles away. We work to welcome all people where they are and walk with them as they seek to love God and the world ever more deeply. For more information, please visit <https://www.stjamesbirmingham.org/>

#### **About St. John's, Royal Oak**

St. John's Episcopal Church sits on a busy intersection in a highly trafficked building in Royal Oak, MI. We are very connected and engaged with our community through ministry and outreach, including Open Hands Food Pantry and Garden, the New To You Resale Shop, facilities for community groups. We are strongly committed to being Open and Affirming and continually seek to deepen our commitment to inclusion of all people regardless of cultural background, ethnicity, gender, sexual orientation, economic status, physical or cognitive ability. Our faith in the unending love of Christ leads us to work for racial justice, equity, reconciliation, and healing. For more information, please visit <https://www.stjohnsroyaloak.org/>