



Grace and Holy Trinity Cathedral

YOUTH AND CHILDREN'S DIRECTOR

PARISH DESCRIPTION

As the Episcopal Cathedral Church in the heart of Kansas City we seek and serve Christ in all people, loving our neighbors as ourselves while striving for justice, peace, and respect for every human being. Our worship, prayer, and formation support the restorative strength of our community, reconciling all people to God and one another through Christ.

We are an open and inclusive community encompassing all types of people searching for Christ's redeeming love and the challenge of leading faithful lives in a complex world. Come join our ministry team and help spread Christ's love to all.

JOB DESCRIPTION

The Youth and Children's Director at Grace and Holy Trinity Cathedral provides specific, focused, and comprehensive ministry with children in preschool to fifth grade, young people grades 6-12, and their families.

- Part-time position, 29 hours per week, including pension
- Responsible for weekly programming with children and youth.
- This position will also work with and actively seek out volunteers.
- The Youth and Children's Director reports to the Dean of the Cathedral.

PRIMARY RESPONSIBILITIES

Coordinate weekly youth and children's gatherings

- Research, write, and develop curriculum for weekly meetings
- Outline semester programming and coordinate, as needed, with other Cathedral ministries
- Manage youth and children's calendar and coordinate with Cathedral and Diocesan calendars
- Plan, lead, and oversee weekly meetings for youth and children, youth-centric worship opportunities, and Confirmation preparation for youth

Management and Communication

- Ensure all volunteers have Safe Church training and background checks, meet diocesan standards for working with youth and children, and attend regular volunteer meetings
- Communicate with Youth, Children, Parents, Cathedral, and Diocesan Communities
- Respond to parents' calls, texts, and emails
- Meet with and send regular communication to the parents
- Send communication and updates on Cathedral youth and children's activities to area youth and children leaders, diocesan youth and children leaders, and Cathedral staff
- Assist in developing and maintaining all publications for youth and children, including email, website, social media, and event flyers and notifications
- Provide pastoral care to youth, children, and families as needed

Diocesan Involvement

- Make weekly youth group available to metro youth
- Serve on Diocesan committees as appointed: Youth Commission, Spiritual Formation Commission
- Help plan and host network and diocesan events
- Attend Diocesan youth and children's events as a leader



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QUALIFICATIONS

- Recognizes the value of every person and treats others with respect
- Skilled in organization, communication, administration, leadership, and collaboration; strong interpersonal skills
- Ability to work collaboratively and creatively with other lay and clergy leaders and staff of the Cathedral
- Passion for raising up, educating, and nurturing the youth and children of the Church
- Baptized Christian with knowledge of liturgical practices and willingness to learn about the Episcopal Church
- Bachelor's Degree or higher
- Experience preferred

SUBMISSION REQUIREMENTS

Please submit cover letter, résumé and references to The Very Rev. Dr. Andrew Keyse, Dean (akeyse@kccathedral.org).