



SAINT • PAUL'S

E P I S C O P A L C H U R C H

DIRECTOR OF YOUTH AND YOUNG ADULT MINISTRY

SEPTEMBER 2025

Job Summary

The Director of Youth and Young Adult Ministry at Saint Paul's Episcopal Church leads programs for youth (6th through 12th grade) and young adults (ages 18-29), helping them grow in faith and deepen their connection to each other and the church. This role requires a mixture of pastoral presence, organizational leadership, and major doses of fun to nurture youth, support parents, and foster intergenerational participation in worship, formation, fellowship, and service. This is a part-time position.

Skills and Qualifications

- ◆ Excellent interpersonal and communication skills- able to build trust with youth, families, staff, and the church community
- ◆ Integrity and responsibility - must be reliable, honest, and demonstrably committed to church values and Christian ethics
- ◆ Organization and resourcefulness - able to manage multiple projects independently, come up with creative solutions, know when to ask for help or support
- ◆ Volunteer recruitment and management
- ◆ Collaborative and creative - able to work well with others, both in staff and volunteer relationships
- ◆ Familiarity with Episcopal worship and tradition and commitment to supporting the mission and vision of Saint Paul's Episcopal Church

Education and Experience Requirements

- ◆ Minimum two years of experience in serving and leading youth ministry programs
- ◆ Strong knowledge of Microsoft Office and Google Workspace products
- ◆ Experience with program planning and event design and implementation
- ◆ High school diploma required, bachelor's degree preferred
- ◆ Membership in an Episcopal Church and/or knowledge of Episcopal Church structures

Essential Roles and Responsibilities

- ♦ Lead weekly youth formation and events
- ♦ Integrate young adults, youth, and youth parents into regular patterns of church life
- ♦ Communicate with families programming and opportunities
- ♦ Recruit, train, schedule, and oversee acolytes for Sundays and other worship services
- ♦ Prepare for and attend monthly formation team meetings
- ♦ Prepare for and attend quarterly vision planning days
- ♦ Recruit and support youth volunteers for Disciple Camp and Christmas Pageant
- ♦ Lead confirmation preparation classes for 6th grade and older youth each year
- ♦ Design other fellowship and service opportunities for youth, including mission trips, day outings, or partnerships with other local congregations
- ♦ Provide pastoral care to young adults, youth and families, referring to clergy or others as needed
- ♦ Be present and engaged on Sundays and other major holidays, with occasional evening and weekend commitments
- ♦ Serve our young adults through programming and relational opportunities
- ♦ Develop and manage program budget, calendar, and communications across platforms effectively, including email, social media, database, etc.
- ♦ Other duties as assigned

Application Instructions

Please submit a resume with three references and a cover letter explaining why you are a great fit for this position to samantha@saintpaulswaco.org

The successful candidate will be granted a position only upon successful completion of a background check and all necessary Safe Church training required for this position in accordance with the canons of the Episcopal Church and the Diocese of Texas.