

**St. Luke's Church, Burlington**  
**Youth Ministry Coordinator Ministry Description**

**Position Summary**

This position is responsible for coordinating and facilitating the Youth Ministry at St. Luke's Church in Burlington. The Youth Ministry Coordinator reports to the Rectors and Wardens of the parish. This is permanent position based on 12 hours per week compensated at a rate of \$18/hour.

**Purpose of the Position & Vision**

To develop relationships with and programs for youth that will enable the parish to be:

- a place where people of all ages experience themselves to be loved
- a safe place to explore spirituality and the big (and small) questions of life
- a community that embodies and proclaims the Gospel and may be, for some, an alternative social reality to school and family
- a springboard for ministry (parochially, locally, nationally, and globally)

**Key Responsibilities**

- participate actively in parish life and develop relationships with parishioners of all ages, especially youth and their families
- co-ordinate all aspects of the parish's ministry with youth (approx.. aged 11-18)
- communicate with parents and youth
- Recruit youth through communications in the community
- lead youth Christian education sessions
- recruit, train, support, supervise and evaluate volunteers
- develop leaders for these ministries
- access, gather, update, and utilize suitable resources
- act as a resource to other staff and parish volunteers
- coordinate youth participation in diocesan youth ministry (YLTP, NYC, Youth Synod)
- encourage and facilitate participation in regional, inter-church and interfaith opportunities
- act as a liaison for the parish with community members and organizations serving youth
- assist the parish in developing a variety of worship experiences that are relevant to youth
- facilitate participation of youth in ministries of compassion and justice both in the parish and beyond
- other duties as assigned by the Rector

**Working Relationships**

- hired by the Wardens and Rector
- accountable to and supervised by the Rector
- a member of the parish staff team
- reports to and welcome to attend Parish Council

\* If the preferred candidate is ordained, she or he must also be appointed and licensed by the Bishop

**Terms of Employment**

- this position includes work on some Sundays, some Saturdays, and on weeknights as required
- some off-site work will be required
- two weeks of paid vacation per year at a time agreed upon with the Rectors
- the position will begin with a three month probationary period

- renewable contract based on need and successful annual staff evaluation

**Skills & Experience Required**

- familiar with the life, ethos, and worship of the Anglican Church of Canada and enthusiastically supportive of its expression at St. Luke's
- post-secondary education in a related field or equivalent experience
- specific training in youth ministry preferred
- a proven ability to relate to youth demonstrated by prior experience
- ability to recruit, train, support, and work with volunteers
- demonstrated ability to work independently and as a member of a team
- excellent leadership, spoken and written communication, and organizational skills
- capacity to manage complex tasks and establish priorities
- skills in the following areas: educational design, process facilitation, group dynamics, conflict management, leadership training, and community development
- strong computer and internet technology skills
- a passion and vision for this ministry and the ability to create and live out a ministry plan
- understanding of and commitment to confidentiality and safe church
- valid driver's licence
- an acceptable Police Reference Check with Vulnerable Sector Screening

**Please apply with cover page and resumé by email directed to Canon Stuart Pike at [office@stlukesburlington.ca](mailto:office@stlukesburlington.ca)**

The Parish Church of St. Luke welcomes and encourages applications from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process.