

**Director of Children and Family Ministries**  
**St Justin Martyr Orthodox Church, Jacksonville, Florida**  
**Diocese of the South, Orthodox Church in America**

***JOB DESCRIPTION:***

St Justin Martyr is looking for the right person to join our team and lead our vibrant Children and Family Ministries. The proper candidate will be an enthusiastic Orthodox Christian who is committed to Jesus Christ and ministry with young people and their families. We are looking for someone who is enthusiastic, flexible, energetic, willing to learn, has good people skills, hard worker, a passion for sharing the Gospel, is creative, loves children and youth, team player and does things with a spirit of excellence. St Justin's will provide opportunities for continuing education and a fair working budget.

***REPORTING STRUCTURE:***

The Director of Children and Family Ministries reports directly to the Parish Rector on all spiritual matters, program development, and all administrative matters.

- Meeting with the Parish Rector weekly.
- Monthly written report to the Parish Council. Attend meetings as requested.
- Written report and presentation to the Annual Parish Conference.
- Meeting regularly with any youth advisory groups within the parish.

***QUALIFICATIONS:***

***Minimum Qualifications***

- Strong passion for connecting young people to Christ and His Church.
- Four-year College Degree and 2-3 years working with children and/or young adults.
- Excellent leadership, administrative, time management and interpersonal/communication skills.
- Working knowledge of computer, use of Internet and computer programs: e.g. Word, Excel, and Desktop Publisher.

***Preferred Qualifications***

- Master's Degree in Theology from an Orthodox Christian Seminary or College.
- Experience working in a parish setting and/or Youth Ministry experience.
- Familiarity with existing religious education and youth programs of OCA and elsewhere.

***REMUNERATION & TERM OF EMPLOYMENT:***

- Approximately 20 hours per week, with potential for increased hours as the program grows.
- One—three years, renewable upon agreement with Parish Rector and Parish Council.
- Negotiable, based upon enthusiasm, experience and qualifications.

***DUTIES AND RESPONSIBILITIES (include but not limited to):***

***Programs***

- With the help of the Parish Rector and youth volunteers, promoting to the youth an active liturgical life, service projects and events of the parish and local community including but not limited to: homeless ministry, mission trips, camping, overnights, etc.

- Developing and overseeing Youth Education classes.
- Interfacing with other ministries dealing with youth.

### ***Administration and Training***

- Ensuring that proper documentation (i.e., release of liability forms, health records, and insurance information) is acquired and maintained for all young people participating in trips and programs.
- Maintaining an annual chronicle (i.e., photo album/scrapbook) of Youth Programs.
- Preparing and managing the Youth Ministry Budget.
- Maintaining a youth worker resource library.
- Keeping abreast of, participating in, and sharing with youth workers: training opportunities, resources, publications, and programs for youth directors and youth workers available through the Diocese of the South, the OCA, and other relevant sources.
- Participation in Continuing Education annually to develop and hone skills related to Child and Family Ministries.

### ***Communication and Planning***

- Working with and meeting regularly with the Parish Rector, the parish's Youth Ministry Team and any youth advisory groups to promote cohesion and coordination in all aspect of youth ministry
- Developing and coordinating the Youth Ministry's annual calendar of events with the assistance of the Youth Ministry Team; and working within the parish's timeline for developing the overall parish calendar
- Maintaining active and timely lines of communication with the youth, young adults, their parents and the parish in general through periodical bulletin inserts, through phone calls, through email or website, through online social networking, and most importantly, through one-on-one contact with young people and others
- Finding parents and appropriate adults to serve as chaperones and as youth workers of the parish's Youth Ministry Team with the approval of the parish priest
- Performing duties and responsibilities in safe manner
- Keeping confidential sensitive communications with Parish Rector, Parish Council and Senior Warden
- Keeping abreast of catechetical resources and training opportunities
- Recruiting and training youth workers and catechism instructors

### ***PERSONAL ATTRIBUTES:***

- Active in the liturgical life of the parish, with conscientious attendance at services of the church and a member in good standing
- Enjoys spending time with youth, remembering that he/she will be looked upon as a role model
- Dependable, flexible, punctual and conscientious, honest, trustworthy, and self-motivated

St Justin Martyr is a mission minded, parish of the Diocese of the South with annual budget of 300k+, and about 100 youth. We love our church and the work of the Gospel. If you would like to join us in this work, email a letter of introduction and resume to:

Fr. Ted Pisarchuk, Rector  
 12460 Old St. Augustine Road  
 Jacksonville, FL 32258  
 sjmrector@gmail.com  
 st-justin-martyr.org

If you need more information please call 904.880.7671 during normal business hours.