



## **Job Description**

### **Priest Associate for Children, Youth, & Families (Full-time)**

Church of St. Martin-in-the-Fields

8000 St. Martin's Lane, Philadelphia, PA 19118.

[www.stmartinec.org](http://www.stmartinec.org)

### **About St. Martin's:**

The Church of St. Martin-in-the-Fields is a large parish in the Episcopal Diocese of Pennsylvania that was founded in 1889 in the Chestnut Hill neighborhood of Philadelphia. The parish is a vibrant and increasingly diverse congregation drawn from the immediate vicinity and other parts of the city.

St. Martin's welcomes all seekers to worship God in liturgy, music, and prayer; and seeks to equip parishioners for ministry and to spread Christ's love into the world. The Eucharist is at the heart of our life together. Our parish life includes worship, pastoral care, music, the arts, education, outreach, and faith formation for both parishioners and the wider community and city.

The parish seeks to be a congregation actively involved in community engagement and work for social justice; to be a place of unconditional welcome and inclusion; to call forth the gifts of its entire people; and to become a racism-free, diverse community that reflects the city in which we exist.

Since May 2022, St. Martin's has been involved in a period of transition following the departures to new callings of its Rector and Associate Rector. The congregation is currently thriving under the leadership of the Reverend Laura Palmer and the church staff. We are looking for a dynamic, inspirational, and motivated Priest Associate for Children, Youth, & Families to join us in upholding our commitment to our vibrant children's ministry.

## **About the Position:**

The Priest Associate for Children, Youth, & Families is an essential role at St. Martin's, actively involved with clergy, music and church staff, families, and parishioners in building a shared vision and implementing a range of faith formation programs that are inclusive and expansive. The main responsibilities in this position include building and sustaining relationships with children, youth, parents, clergy, and church staff; and developing and delivering age-appropriate, and engaging worship and program opportunities.

Our current programming includes a Eucharist service geared toward ages 2-8 years old on Sundays at 9am, a Children's Choir Chorister program, family faith formation, Vacation Bible School and intergenerational events. Music is a vital part of our youth programming with the Children's Choir being a unique opportunity for young people to be involved in worship and serving the church as well as providing an excellent educational outreach opportunity.

**This position is open to an ordained priest in the Episcopal Church or clergy ordained in a denomination with which the Episcopal Church is in full communion.** Our strong preference is that this be a full time position. The Priest Associate for Children, Youth, & Families will report to the Priest, The Reverend Laura Palmer.

## **Core Responsibilities Include:**

### **Weekly commitments**

- With the input from the Parents' Council, organize all aspects of Sunday morning children and youth worship and formation, aiming to establish and grow a faith community of and for children and their caregivers, teenagers, and young adults.
- Participate in or attend weekly Eucharist services at 9:00 and 10:30 a.m. Currently, the 9:00 a.m. service is geared toward ages 2-8 years old, and we would like to integrate programming and participation into the 10:30 a.m. service for youth ages 8-12, teenagers, and young adults.
- Working with the Children's Choir Chorister Leader and the Director of Music & Art, build relationships with families and participants who attend weekly children's choir practice (Wednesday evenings), and cultivate opportunities within the Children's Ministry for additional engagement.
- Prepare worship and formation activities geared toward young children through storytelling, crafts and other techniques, engaging children and youth in developmentally appropriate ways and guide them into fuller understanding of and participation in the life of Jesus. This includes but is not limited to providing programming that meets the needs of racially, culturally, gender, and/or neurologically diverse children, as well as those with physical, intellectual or emotional challenges.

## **Liturgical ministry**

- Coordinate with the Director of Music & Art to integrate age-sensitive musical and art programming into liturgical life at St. Martin's; including, but not limited to the Choristers from our Children's Choir.
- Plan and lead weekly faith formation for all children and youth, creating curricula to support a variety of cognitive abilities across all ages.
- Participate in annual liturgical planning to incorporate children, youth, and families.
- Organize and lead children and family-centric events like Easter programming and the Christmas Pageant.
- Vacation Bible School: coordinate, plan, and lead a week-long program for children and youth up to age 12.

## **Administrative**

- Be an active team player with other Church staff and ministry leaders to look for opportunities to integrate Children's and Family Ministry with the broader Church initiatives.
- Lead a team of dedicated parent volunteers to assist in facilitating children's and family programming (i.e. caregiver formation).
- Regularly communicate with the community (parents/guardians) via consistently scheduled emails, newsletters, social media posts, etc. about current happenings, volunteer opportunities, events, and market opportunities to increase engagement.
- Oversee the Soft Space in the church enabling children the freedom to move around and while also feeling included in the Sunday service.
- Familiarity and competence with computers and the software platforms used by the church, including social media platforms used by children and youth.

## **Our Ideal Candidate:**

You have a well-grounded Christian faith, and deep familiarity with the Episcopal Church, as well as a regular spiritual practice that can be shared and explored with young people.

You're an enthusiastic teacher/mentor of children and youth who respects young people, encourages questions and thoughtful discussions, fosters strong relationships, promotes inclusion, and builds community.

You're an approachable, active listener who inspires trust and confidence from others.

You have a deep awareness of your strengths and weaknesses. You value authenticity, kindness, gratitude, and intellectual humility, and you have a good sense of humor.

You can bring together broad and diverse groups (i.e., parents/caregivers, church leadership, other parishioners, community members, etc.) and facilitate conversations to identify the best/most creative ways to support the Children's and Family Ministry.

You can manage a diverse set of needs and aren't afraid to step outside your job description to help when needed. You're comfortable with shifting schedules and able to work on Sunday mornings and Wednesday evenings.

You are organized, disciplined and will see projects through to completion. You're a capable manager, capable of driving multiple programs simultaneously and juggling changing priorities.

You have excellent communication and organization skills. You bring a desire for innovation, as well as respect for tradition; are self-motivated, and eager to work as part of a team.

### **What You'll Need:**

- Ordination in the Episcopal Church or in a denomination in communion with the Episcopal Church; for example, The Evangelical Lutheran Church of America (ELCA)
- 4-6 years of overall professional experience
- Experience teaching or leading religious education and faith formation
- Experience in teaching, lesson planning, and implementing children's programming as well as doing longer term planning.
- A commitment to diversity and inclusion. You deeply value creating a community that is supportive of difference.
- Ability to exercise effective judgment, sensitivity, and creativity to changing needs and situations.
- Ability to work independently and with minimal direction, showing initiative, creativity, self-discipline, and management skills.
- Highly developed interpersonal skills, including excellent oral, written and listening communication and a good sense of humor.

### **Compensation & Location:**

The salary range for this position is in accordance with the guidelines established by the Diocese of the Episcopal Church of Pennsylvania for an Associate Priest. (78-80k). There is a full benefits package including comprehensive health insurance for full-time employees.

St. Martin's is located in the Chestnut Hill neighborhood of Philadelphia. Candidates are expected to work onsite with parishioners and staff.

## **The Application Process:**

To apply, please email Lorie Hershey, St. Martin's Parish Administrator, at [lhershey@stmartinec.org](mailto:lhershey@stmartinec.org) with your resume and a letter of application in which you briefly answer the following questions:

- What is it about the Priest Associate for Children, Youth, & Families role that made you want to apply? How does this opportunity fit into your career trajectory?
- What elements of Children's and Family ministry excite you most? Why? What elements do you enjoy?
- We appreciate learning about the diverse backgrounds and experiences candidates bring. Help us to understand the contribution your personal background would make to our team and the St. Martin's community.

If you have any questions about this posting, please feel free to email Lorie Hershey at the email address above.

**Job Type:** Full-time

**Pay:** In accordance with Diocesan guidelines

**Benefits:** (also available for part time employees although not as extensive)

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance