

St. John's Episcopal Church in Carlisle Seeking Candidates

Job Title: Director of Children, Youth, and Family Ministry

Location: St. John's Episcopal Church, Carlisle, Pennsylvania

About St. John's Episcopal Church:

St. John's Episcopal Church is a vibrant, welcoming parish located in the heart of downtown Carlisle. Grounded in Episcopal tradition and fueled by a commitment to love, learning, and community. We are one of the largest children and youth programs in the diocese, with dynamic growth in our younger demographic.

We're seeking a compassionate leader to join our dynamic team of faithful and fun staff and volunteers as we nurture a growing ministry with children, youth, and families. This is an exciting opportunity to shape the faith journey of the next generation while working alongside a supportive and mission-minded church community.

About the Role:

The **Director of Children, Youth, and Family Ministry** will lead and grow programming for children (ages 3+) through high school seniors—creating programs for youth while coordinating with volunteers to strengthen their faith, explore their gifts, and contribute to the larger body of Christ, while building lasting friendships as they support one another.

Compensation for this position has two options:

Option A) \$30/hour up to 25 hours per week, 50 weeks per year with two weeks unpaid vacation

Option B) \$23,000–\$25,000 annually, based on experience

- \$500/year for continuing education

- Individual health insurance through the Episcopal Church Medical Trust (HMO)

- Immediate pension contribution through the Church Pension Fund

- Paid vacation including 1 week off annually (with Sunday) and holidays

- Up to 4 days of professional development leave & Family leave in accordance with FMLA

Option B includes the additional role in Communications. The responsibilities include publishing the weekly e-newsletter, creating flyers and signs, updating the website, navigating the church management software, and overseeing the social media platforms.

Option A may include solely Children & Youth Ministry at up to 15 hours per week or may undertake the Communications role for up to 25 hours per week.

What You'll Do:

✦ Create Meaningful Ministry

- Design and lead engaging, Christ-centered programming for children and youth, including Sunday School, small groups, Vacation Bible School, retreats, service projects, and mission trips.
- Work with the Rector to establish and manage the annual budget for children and youth ministry.

✦ Build Community

- Foster a welcoming environment where kids and families feel seen, supported, and connected.
- Collaborate with other ministries (worship, music, outreach, etc.) to create intergenerational opportunities and shared experiences of faith.
- Coordinate joint youth ministry events and mission trips with other Carlisle parishes.

✦ Lead a Faith-Filled Team and Support Volunteers

- Recruit, train, and support a team of incredible adult volunteers who love serving kids and teens.
- Ensure all team members meet diocesan and legal safety requirements, including clearances and Safeguarding God's Children training.
- Maintain records of certifications and compliance.

What We Hope You Bring:

- High school diploma required; Bachelor's degree preferred
- A lively and grounded Christian faith; knowledge of Episcopal tradition a plus
- Experience working with children or youth in ministry or education settings
- Strong communication, leadership, and organizational skills
- Ability to collaborate on a team and energize volunteers
- Comfort with digital tools including Microsoft Office, social media, and church software
- Willingness to complete all background checks and safety training upon employment
- Experience with software programs like Canva, Mailchimp, and Google Calendar is helpful to fulfill the added Communications role, if considering Option B compensation.

Ready to Join Us?

If you're called to lead a Christ-centered, relationship-driven, and joy-filled ministry for children and youth—we'd love to hear from you!

To apply, please send your resume and a cover letter sharing your vision for this role to the Rev. Melissa Wilcox, at priest@stjohnscarlisle.org.