



Youth Ministry Assistant (Full-Time)

Overview

- The St. Alban's Youth Ministry Assistant serves full-time and reports to the Director of Youth, Young Adult & Digital Ministry.
- The Youth Ministry Assistant supports the spiritual formation of youth (6th through 12th grade) by assisting programs such as Sunday School, Wednesday evening programming, special events, and seasonal offerings. This is a full-time position (approximately 40 hours per week) that works closely with the Director of Youth, Young Adult & Digital Ministry to ensure a welcoming, Christ-centered, and well-functioning environment for our youth and families.

Responsibilities

- **Pastoral:** Be consistently present on Sunday mornings and Wednesday evenings, cultivating a relational connection with middle and high school students
- Provide supportive pastoral presence under the supervision of clergy and the Director of Youth Ministry. Greet and engage with new students and families on Sunday mornings, helping foster a warm and welcoming environment
- **Sunday School:** Assist in planning and leading Sunday school, teaching regularly (2-3 a month)
- Assist in preparing and organizing lessons using the Revised Common Lectionary cycle, support biblical literacy, and develop age-appropriate discussions
- **Volunteer Coordination:** Help manage, train, and communicate with a rotation of trained adult leaders. Coordinate and communicate with volunteers — sending reminders, offering pastoral care, and assisting with scheduling
- **Acolyte Ministry:** Coordinate acolytes (children, youth, and adult) on Sunday morning for principal services (9:00, 9:10, and 11:15 AM), arriving at 8 AM
- Encourage youth participation as readers, ushers, and lay ministers; support student leadership in worship participation

Qualifications

- A heart for spiritual growth and a desire to support faith formation within the Episcopal tradition
- Reliable, organized, and able to work independently while being a collaborative team player
- Experience working with youth or in ministry settings preferred
- Basic computer and communication skills; comfortable with email and simple digital tools
- Must pass a background check and complete diocesan Safeguarding training

Schedule and Compensation

- Approximately 40 hours per week (regular office hours, Sunday mornings, Wednesday evenings, and flexible planning hours during the week)
- Some seasonal flexibility required for holidays and special events
- Hourly compensation based on experience

Note: This job description is a general outline of responsibilities and is not intended to be exhaustive

Applicants should send résumé and cover letter to:

St. Alban's Episcopal Church
Attn: Stephanie Drum
2900 W. Waco Drive, Waco, TX 76710
Or: stephanie@stalbanwaco.org Telephone: (254) 752-1773 ext. 1006