

PROFESSIONAL CHILDREN’S AND YOUTH MINISTRY GUIDELINES

We believe that children’s and youth ministry is a ministry belonging to the entire parish. The concept of children’s and youth ministry flows from our baptismal promises to help nurture the young in their life of faith. Christ called adults to welcome children and youth, to receive them as they are, to nurture them and to look to them as examples of faith. The role of professional children’s and youth ministers is to give energy and direction to this parish-wide ministry.

We also believe that this ministry flourishes in a setting that actively supports young people and those who work with them. In such a youth-positive environment, the children’s and youth minister would function as an integral part of the leadership in parish ministry.

Given the importance of this ministry the following guidelines aim at providing for just and fair treatment of these ministry leaders, as well as determining expectations around their competencies in ministry.

I. HIRING

- That the churchwardens, in consultation with the Rector or Priest-in-charge, will provide a clear job description outlining job responsibilities, term of employment, support system and regular feedback and evaluation.
- That the parish will strive to have an open selection process.
- That the Human Rights Code of the Province of British Columbia and any relevant Anglican Church of Canada or diocesan policies will be complied with in the selection process and in the ongoing employment relationship.
- That the selection/interview process follow a proper and professional procedure, with the steps as follows: 1) interviewing the candidate(s); 2) checking the given references, as furnished by the candidate(s); 3) hiring.
- That adequate money be budgeted for both the position wages/salary/benefits and programming on a yearly basis, understanding that much planning takes place over the summer months.
- That appropriate and secure workspace and equipment be provided.
- That a written agreement of employment be offered stating term of contract, terms and conditions of work, and reporting relationships.
- That the commencement of ministry be acknowledged liturgically in public worship.

II. COMPENSATION, BENEFITS & EMPLOYMENT STANDARDS

- That the Churchwardens, in consultation with the Rector or Priest-in-charge, will determine compensation for the position in accordance with the recommended Diocesan Children’s and Youth Ministry Salary Grid.
- That pension and benefits in accordance with diocesan guidelines be budgeted for and offered to those people being hired for over 20 hours per week and with contracts of one year or more.
- That travel and other work related expenses be compensated according to diocesan policy (this information can be found on the diocesan website <http://www.vancouver.anglican.ca/diocesan-resources/parish-resources>)
- That adequate money be budgeted for ongoing professional development.
- The Employment Standards Act of British Columbia serves as a minimum requirement for children’s and youth ministry professionals. However, parishes are encouraged to adopt policies consistent with those for diocesan staff, particularly with respect to vacation, sick leave, overtime and professional development time.

III. PERFORMANCE MANAGEMENT

- That annual performance reviews be conducted by the supervisor. (Sample performance review material can be obtained from the Synod Office).
- That adequate support systems be provided, which may take the form of a ministry support committee, a mentor, or collegial gatherings.

- That the youth minister will participate in regular staff and clergy meetings, and be consulted in decisions affecting the parish as a whole (especially where issues directly pertain to children's and youth ministry).
- That adequate secretarial and administrative support will be provided.

IV. EMPLOYMENT REQUIREMENTS

- Basic First Aid/CPR or equivalent.
- Have attended or be willing to attend the diocesan anti-racism training.
- Have attended or be willing to attend the next diocesan Sexual Misconduct Policy workshop and sign the Policy Acknowledgment form.
- Have an up-to-date criminal records check with vulnerable sector check, in accordance with the diocesan Screening in Faith policy.
- That the ministry leader would obtain other training requirements that might be specific to their parish context, or that may become required by the diocese/parish during the term of employment.

These are to be understood as work related expenses, and therefore should be covered by the parish.

V. ENDINGS

- That just and fair treatment of the employee be considered when an employment relationship is ending and that all relevant labour legislation be complied with- particularly the Human Right Code and Common Law decisions.
- That the ending of ministry be acknowledged liturgically in public worship.
- That effort be made to provide a smooth and supportive transition between consecutive leaders.

VI. QUALIFICATIONS

- Has some theological formation, ideally in the area of Christian children's and youth ministry.
- Has working knowledge of child/adolescent development and youth culture.
- Has previous experience working with young people, ideally in a Christian setting.
- Has a willingness to become familiar with the norms, structures, values and worship of the Anglican Church of Canada, and to acquire knowledge of relevant diocesan policies.

VII. COMPETENCIES

- Has a vibrant Christian faith, and the ability to articulate a personal Christian faith (shows evidence of a personal engagement with the gospel).
- Has a passion to work with young people.
- Has the ability to relate the Christian story to the needs and concerns of children and adolescents.
- Has an understanding of themselves as a Christian role model.
- Has a commitment to ongoing spiritual growth and professional development.
- Has strong interpersonal, communication, and listening skills.
- Has sensitivity to people of diverse backgrounds, and for those in difficult circumstances.
- Has the ability to relate to children, youth, their families, and parish leadership.
- Has the ability to set and maintain personal and professional boundaries.
- Has the ability to assess situations and then develop and implement appropriate ministries (including age-appropriate and context-relevant programs).
- Has the ability to recruit, equip, and support volunteers – cultivates a team environment.
- Has the ability to build bridges with other parish groups and individuals.

- Has a willingness to network effectively with other churches and to work beyond parish boundaries and in joint ventures.
- Is able to demonstrate written and verbal advocacy skills.
- Is able to perform basic bookkeeping tasks.

Children's and Youth Ministry Salary Grid

	Less than 1 yr (or 1-2 summers)	1 year (or approx. 3 summers)	2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10 years
Less than 2 yrs. theology/other ministry courses or less than 1 yr. youth ministry courses	\$16.30	\$17.65	\$19.00	\$20.37	\$21.71	\$23.08	\$23.68	\$25.80	\$27.15	\$28.50	\$29.85
2-4 yrs. theology/other ministry courses	\$17.65	\$19.00	\$20.37	\$21.71	\$23.08	\$23.68	\$25.8	\$27.15	\$28.50	\$29.85	\$31.22
1-2 yrs. youth major	\$18.31	\$19.67	\$21.04	\$22.40	\$23.74	\$25.10	\$26.47	\$27.82	\$29.19	\$30.53	\$31.89
5-6 yrs. theology/other ministry courses	\$19.00	\$20.37	\$21.71	\$23.08	\$23.68	\$25.80	\$27.15	\$28.50	\$29.85	\$31.22	\$32.56
3-4 yrs. youth major	\$19.67	\$21.04	\$22.40	\$23.74	\$25.10	\$26.47	\$27.82	\$29.19	\$30.53	\$31.89	\$33.25
Over 5 years youth major	\$20.37	\$21.71	\$23.08	\$23.68	\$25.80	\$27.15	\$28.50	\$29.85	\$31.22	\$32.56	\$35.00

Notes:

This grid was originally formulated by researching youth leader salary/wage levels within all of the major denominations within the geographic area of the diocese of Toronto in 2006. It has been adapted for the City of Vancouver and adjusted for inflation using data from the BC Consumer Price Index.

These numbers are averages for across the diocese, and should be adjusted accordingly given the cost of living in a particular area and/or the scope of responsibility (up to plus or minus about 15%).

A new salary grid will be issued in **January** of each year. This will include the diocesan cost of living increase.

Generally, the compensation for all hired children's and youth leaders should be increased by at least \$1/hour each year, in addition to the cost of living increase.