

**St Jude's Episcopal Church,  
20920 McClellan Road, Cupertino CA 95014**

### **Volunteer and Communications Coordinator**

St Jude's Church is an active faith community with a variety of ministries led by engaged lay leaders. St Jude's Church is seeking a part-time Volunteer and Communications Coordinator to support lay leaders in various ministries (including Youth, Newcomer, Fellowship and Outreach) Through your efficient, proactive, administrative gifts, you will support lay leaders and ministers. This is a part-time position, 10-15 hours/week, suited for someone who finds joy and fulfillment in being an excellent organizer, communicator, and administrator to a diverse group of people. This position has flexible hours, including the ability to work remotely as appropriate.

Specific duties of this position include:

- Facilitate, organize, and coordinate ministry activities. This may include scheduling meetings, collaboratively creating and distributing agendas, preparing meeting spaces and materials, advertising for events, conducting registration for ministry events.
- Develop and execute communications about ministry activities via social media and other means.
- Design and implement process improvements for logistical functions such as calendaring, communication, sharing, documentation etc. Experience with technologies used to support churches or other nonprofits is a plus.

#### Required Skills

- Ability to keep oneself organized and focused in an environment where priorities and requests are constantly evolving and shifting
- Ability to consistently meet deadlines, demonstrate personal initiative as required to keep the support function running smoothly, and to maintain a calm and lighthearted demeanor in the face of shifting priorities
- Excellent judgment and interpersonal communication skills
- Demonstrated proficiency with web and mobile-based personal productivity tools, including Microsoft Office products, Google Drive, Google sheets and Google docs; Mail Chimp; social media apps
- Desire to work in a spirit-filled, friendly community whose philosophy is "whoever you are, wherever you are on your journey of faith, you are welcome here".
- Collaborative style and able to work well with diverse ages, cultures and groups.
- Ministry, church, and/or theological background is helpful
- Ordination or status as an Episcopalian are not required

**St Jude's Episcopal Church,  
20920 McClellan Road, Cupertino CA 95014**

### **Youth Formation Associate**

St Jude's Church has a small and very diverse population of young people who participate in both age-specific and all ages parish activities, with the objectives of faith formation, outreach and social development. Infants and toddlers are cared for through childcare providers during Sunday services and major parish events. Children aged 3- 12 participate in weekly Godly Play sessions; Adolescents are part of a Youth Group which meets bi-weekly to participate in a n interactive discussion and/or movement-based program, or social activities. This position has flexible hours, including the ability to work remotely as appropriate.

St Jude's Church is seeking a part time (10 -15 hrs/week) Youth Formation Associate to assist our Rector in supporting the variety of programs for youth and children in the following ways:

- Work with and support Youth Program mentors in program ideas and curriculum development.
- Monthly discussion and Eucharistic presence with youth group during church service.
- Support the youth mentors in their organizing and delivery of the formation/ social/outreach gatherings for children in all age groups, enlisting volunteers as necessary to provide high quality programs/interactions with children, youth and families. As requested by the youth mentors, actively engage with youth during meeting times, help lead discussion or movement exercises, and support the nurture of healthy relationships with and between youth group participants
- Support Youth Mentors with communications, registration, documentation, social media and parental engagement, especially as it relates to volunteer applications and ensuring that our parish adheres to all the requirements of ensuring a Safe Church
- Oversee the provision of childcare and ensure consistent, well-trained providers are present as required.
- Pastoral care with parents and families as needed

### **Required Skills**

- Demonstrated gift for working with youth and children
- Ability to preach/speak, teach and write to specific audiences, especially youth and children
- Excellent judgment and interpersonal communication skills
- Personal initiative and a desire to provide a nurturing experience for our young people
- Desire to work in a spirit-filled, friendly community whose philosophy is "whoever you are, wherever you are on your journey of faith, you are welcome here"
- Collaborative style and able to work well with diverse ages, cultures and groups.
- Demonstrated proficiency with web and mobile-based personal productivity tools, including Microsoft Office products, Google Drive, Google sheets and Google docs; Mail Chimp; social media apps
- Ordination is not required for this position
- Experience with neuro-atypical children and youth is a plus.
- Speaking fluently in another language of the Bay Area is a plus
- Experience in the Episcopal Church is a plus

- Experience with Anglican/Episcopal liturgy and crafting liturgy for youth, children and all ages is a plus