

The Episcopal Church of the Holy Comforter, Burlington, NC

POSITION TITLE: Assistant for Children, Youth, and Intergenerational Formation (part-time, 20 hours per week)

REPORTS TO: Rector

SUMMARY OF POSITION

This position supports Christian formation and fellowship for children and youth, as well as opportunities for intergenerational formation and fellowship. Primary responsibility will be for Sunday school and other formation and fellowship activities for children and youth.

Intergenerational opportunities will provide Christian formation for children, youth, and adults together, to build community around learning to practice our faith together.

This position builds upon the work that has been done in the wake of the COVID-19 pandemic to revitalize children's formation at Holy Comforter, and the work started in early 2026 to offer intergenerational formation opportunities. Our children's formation program is the Catechesis of the Good Shepherd, which was introduced to Holy Comforter in the last couple of years.

This position will support the initiation of formation and fellowship opportunities for teens at Holy Comforter, which are currently lacking.

JOB RESPONSIBILITIES

- Meet, greet and provide regular contact with children, youth and their families
- Support children's Christian formation and the lay adult volunteers (catechists and assistants) who work with them
- With the support of the rector and lay volunteers, develop and implement periodic intergenerational formation and fellowship opportunities for all ages
- With the support of lay volunteers, develop and implement occasional seasonal formation and fellowship opportunities, e.g. Christmas pageant, Wednesdays in Lent, Easter celebrations, Youth Sunday, parish picnic activities
- With the support of the rector and lay volunteers, and with input from teens and the adults in their lives, develop and implement Christian formation and fellowship opportunities for teens (including service opportunities)
- Recruit and train adults to assist in providing formation and fellowship opportunities for children and youth
- With the support of the rector, monitor Safe Church compliance for adults working with children and teens at Holy Comforter
- With the support of the rector, recruit, train, support and oversee the nursery staff
- Liaise with diocesan children and youth missionaries to make their programming available to Holy Comforter families
- Communicate and cooperate with the clergy, vestry, staff, and other Holy Comforter leadership in order to advocate for children's and teens' participation in services and special events to the fullest extent possible

- Work with catechists and assistants to ensure all needed supplies are available in atrium (classroom)
- Refill “busy boxes” for children to use in worship, every couple of months
- Other related duties as assigned and/or determined in conversation with the rector

Work will take place mostly on-site at Holy Comforter, although some could take place off-site (e.g. communications with families of children and teens).

JOB REQUIREMENTS

- Excellent organizational skills
- Effective communication skills on both an individual and group level
- Christian faith, familiarity with the Episcopal tradition, and a passion for discipleship
- Ability to work three Sundays per month as well as weekday hours, including some evening hours as needed
- Ease and enthusiasm with children, teens, and their parents/guardians/grandparents/caregivers
- Ability to work as part of a team, delegate duties as appropriate, and train and supervise volunteers with tact, interest, and kindness
- Work an average of 20 hours per week over the course of the year
 - Compensation will be based on \$20 per hour, 20 hours per week, although the actual hours may vary somewhat from season to season

Please send a letter of interest, and a résumé or a summary of relevant training, skills, and experiences to The Rev. Dr. Rhonda M. Lee, rector, at rlee[at]hc-b.org.

Applications will be accepted through Sunday April 19th 2026, and interviews will begin as soon as possible after that. We hope the new staff member will begin work by June 1st.