

Grace Church
Director of Children and Family Ministries
Job Description

Job Title: Director of Children and Family Ministries

Supervisor: Rector

Type: Part Time, Hourly

Position Description:

The Director of Children and Family Ministries takes responsibility for the administrative, programmatic, fellowship, volunteer and operational management for children (up to age 12) and their families. This position also assists with leadership and volunteer management for older youth (over age 13) programs.

Mission Statement:

“To bring the children of Grace Church the message that God loves them unconditionally and all of the time, and to equip families in their ongoing faith formation in the Anglican tradition.”

Primary Responsibilities:

- A) **Volunteer Management** - recruitment, screening, training, support and recognition of volunteers; scheduling and coordination of all volunteer activities and debriefing of volunteers to incorporate important feedback. Volunteers are integral to the effective running of the following programs:
- 1) Weekly Sunday School.
 - 2) Monthly “Tween” Program.
 - 3) Monthly “Kids Compline” Program.
 - 4) Family and Intergenerational Fellowship Programs.
 - 5) Outreach Programs.
 - 6) Older Youth Programs (assist).
- B) **Communication and Organization:**
- 1) Consistent and timely communication (written and oral) between all volunteers, staff and programs.
 - 2) Ensure organized training materials for all children and family ministry programs.
 - 3) Preparation and management of annual program budget with designated vestry members.
 - 4) Documentation, attendance/participation, and record keeping related to all preK-7th grade activities.
 - 5) Develop and maintain internal and external marketing for the Program with the Communications Director (bulletin boards, Social Media, etc.).
 - 6) Additional activities/programs as needed/requested by Clergy and Wardens.

C) Programs

- 1) Sunday School - Maintain and manage a vibrant Sunday School Program for K-5th grade.
Goal: Make education fun and content full to draw children closer to God and closer to their peers at church. [The parish currently has a wide range of Godly Play materials].
- 2) "Tweens" Programming - develop monthly opportunities for children in grades 6 through 8 for fellowship and formation.
- 3) Nursery - Oversee staffing of childcare on Sundays, Major Feast Days, and Special Events.
- 4) Vacation Bible School - Develop and lead a one-week VBS Program every year in the summer.
- 5) Christmas Pageant and Easter Drama - Direct an annual Christmas Pageant and Easter Drama to ensure there are special children's programs to mark these holidays.

Minimum Qualifications:

- Broad knowledge, training, and experience in Christian formation and programming
- Ability to recruit, train, and support volunteers in ministry and leadership positions
- Ability to work as part of a ministry team
- Familiarity with developmental stages related to learning and spirituality
- Excellent organizational skills
- Excellent written and oral communication skills
- Experience in effectively using Social Media

Mail resume to:

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For inquiries or to email resume:

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