ST. ANDREW'S
EPISCOPAL CHURCH

(rev. 9/23/24)

Director of Children & Family Ministries (.5 FTE)

The people of St. Andrew's believe that God's love is for everyone without exception, and are actively living out our mission of "revealing God's love by nourishing the community through acceptance, worship, learning and service." We seek a creative, energetic and faithful servant leader, who is excited to nurture our healthy program.

Our parish community spans from infants to the elderly—all with varied opinions, backgrounds, challenges and hopes; is comprised of young families and retirees; and incorporates both life-long Episcopalians and those who are new to the faith. We endeavor to draw everyone into closer relationship with God and each other.

The Director of Children & Family (C&F) Ministries, working under the supervision of the Rector (aka lead priest), is responsible for all children's programming, including Sunday School, Vacation Bible School, the annual Nativity Pageant, as well as the volunteer coordination and community building among families with children (newborns–12 year-olds). The Director is also responsible for providing fellowship, support, and service events for parents and families. While this role is not responsible for adult formation or youth (13-18 year-olds) programming, it does include coordinating with those ministry areas.

Hours: 20 hours per week
Compensation: $25-28/hour (*depending on experience*)
Status: Regular Part-time, Non-exempt
Start Date: December 1st (*or as negotiated*)

RESPONSIBILITIES

<u>Community Building & Hospitality:</u>

- Love and respect children, listen to their stories, remember them and include them, and be their advocate in the wider parish.
- Be on site most Sundays to greet and welcome parents starting at 9:45am.
- Actively seek input from parents and caregivers about the needs of their children.
- Incorporate feedback of families to refine and/or implement programming to further foster fellowship among children, parents, and volunteers, while nourishing young families.
- Shepherd new families, helping them feel welcome and wanted. Create a hospitality process to contact and communicate with them in coordination with volunteers.

Volunteer Cultivation & Oversight:

- Nurture leadership, volunteerism, and participation in parish programming.
- Coordinate C&F volunteers, by providing organization, training and oversight, including tracking compliance with the Episcopal Church's required training in the Prevention of Child Abuse and Child Sexual Misconduct.
- Supervise all aspects of children's programs, including: Sunday School and corresponding calendar and registration; select and maintain materials and curriculum; schedule lessons; and write weekly eBlast.

Shared Duties:

- Liaison with other ministry areas to provide inter-generational activities.
- Collaborate with St. Andrew's staff and volunteers, including participating in weekly staff meetings, and quarterly Worship & Fellowship Committee meeting.
- Share in the planning, coordination and delivery of annual Vacation Bible School hosted at Bethlehem Lutheran Church (directly across the street).

A SUCCESSFUL CANDIDATE WILL BE:

- A Christian, preferably an Episcopalian, with a heart for hospitality.
- An active listener and natural collaborator, who is curious, innovative and passionate about creating community while incorporating others.
- Open to all expressions of contemporary family life, including LGBTQIA+ families.
- A creative self-starter with strong organizational and logistical skills, and the ability to manage a budget.
- Experienced in developing and running successful intergenerational programs.
- Familiar with child development, instructional methods, and faith formation models, and prepared to adapt or design, based on need.
- Able to engage children with diverse backgrounds and levels of ability.
- A critical thinker with an expansive theology and educational philosophy grounded in God's generosity, and focused on the full inclusion and wellbeing of children.
- Able to work evening and weekend hours on a regular basis, with the exception of eight (8) Sundays per year.
- Supportive of the Godly Play and Holy Trouble-makers curriculum currently used.

BENEFITS:

While a half-time position is not eligible for healthcare benefits, the role does include:

- Pension Plan Contributions (*5% paid by employer; employee contributions matched up to another 4%*);
- Ten (10) days (*pro-rated at .5 fte*) each of paid time off for: Sick, Vacation and Professional Development days;
- Access to the Continuing Education budget with the approval of the Rector.

HOW TO APPLY:

- Please send your resume or CV, a letter of application, and a short essay (*maximum of 250 words*) demonstrating your understanding of this position, by October 15, 2024 to: jobs@standrewsepiscopal.org.