

Position Description

St. James' Sunday Keiki Ministry Coordinator

St. James' Episcopal Church, Waimea, Hawai'i Island

Employment Status: Part-time hourly (approximately 6-8 hours/week)

Compensation: Competitive hourly wage beginning at \$25-28/hour

Supervisor: Rector

Overview of the Position

St. James' Parish is seeking a joyful, organized, self-starting leader who is passionate about helping children grow in faith, trust, and belonging in the love of Jesus Christ. The Sunday Keiki Ministry Coordinator will help nurture a safe, welcoming, Christ-centered environment where children and families can flourish.

This position includes coordinating our Godly Play (Sunday School) ministry, supporting our nursery ministry, recruiting and supporting volunteers, and helping children feel fully welcomed and included in the life and worship of the parish.

The position requires Sunday morning presence (approximately 8:30 AM–12:30 PM) along with 2–3 flexible hours during the week for planning, communication, and coordination.

About St. James' Parish

St. James' is a vibrant, growing, inclusive Episcopal parish on the Big Island of Hawai'i. We are known throughout the community for our outreach ministries, including our weekly Community Meal, thriving Thrift Store, and strong culture of hospitality and service.

We are blessed with dedicated, Spirit-led volunteers and a parish culture that values joy, compassion, dignity, and radical welcome. We strive to create spaces where people of all ages can grow in faith and experience the love of God.

Learn more at: stjameshawaii.org

Coordinator Responsibilities

- Coordinate the Godly Play (Sunday School) ministry, including scheduling, curriculum support, classroom preparation, enrollment records, supplies, and budgeting.
- Coordinate the Sunday nursery ministry, including oversight and scheduling of two paid nursery attendants.
- Recruit, support, communicate with, and encourage volunteers serving in children's ministry.
- Maintain documentation related to enrollment, volunteer records, and Safeguarding requirements.

- Work collaboratively with clergy and worship leaders to incorporate keiki into Sunday worship in meaningful and joyful ways, including helping with the offering, music participation, and seasonal events.
- Write a weekly children's ministry update for the parish newsletter and help keep Sunday worship announcements current.
- Share appropriate ministry photos and updates that celebrate parish life and youth involvement.
- Help foster a welcoming, safe, organized, and spiritually grounded environment for children and families.

Required Skills and Attributes

- A baptized Christian with a mature and grounded faith, eager to share God's love with children and families.
- Experience working with children in a dynamic, high-energy environment.
- Warm, relational, dependable, and collaborative personality.
- Strong organizational and communication skills.
- Ability to manage multiple responsibilities and follow through in a timely manner.
- Ability to work both independently and collaboratively with clergy, staff, parents, and volunteers.
- Fluent in written and spoken English. Additional languages such as Hawaiian, Ilocano, or Marshallese are a plus.
- Comfortable using Microsoft Office (Word, Excel, Outlook), Zoom, and social media platforms.
- Upon employment, willingness to complete Godly Play training and diocesan/national church Safeguarding requirements.

Physical and Other Requirements

- Ability to lift supplies and materials up to approximately 35 pounds.
- Ability to stand and walk for extended periods during Sunday programming and parish events.
- Valid driver's license, personal transportation, and auto insurance required.

Employment is contingent upon successful completion of a background check and all required diocesan and Episcopal Church Safeguarding certifications.

To Apply

Please submit a cover letter and resume (PDF format) via email to:
Office@stjameshawaii.org