



## The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor  
as Jesus did: welcoming all, serving humbly, teaching  
compassion, and making no peace with injustice.

### Job Description **Director of Children & Family Ministries**

Position Reports to: Rector  
Short hour (hourly), non-exempt, year-round

#### **Summary:**

This position is responsible for overseeing the church's ministry to children and their families, making sure that quality Christian formation is available for children and support and fellowship are available for parents.

### **Essential Duties and Responsibilities**

#### **Children's Ministry Programming**

- Oversee weekly Children's Church during the primary worship service
  - Be present every Sunday (except Sundays off) in Children's Church
  - Schedule volunteers from the parish to lead Children's Church each week
  - Lead Children's Church on occasion when volunteers are not available
  - Ensure all materials needed for Children's Church are prepared ahead of time
- Review and recommend curriculum materials for children's programming
- Convene a working group of volunteers and plan Children's Church and other children's ministry activities collaboratively with them. Schedule and facilitate meetings and communicate afterwards with those unable to attend.
- Maintain the Kenny Room as a safe, loving, child-friendly environment for Children's Church and other children's activities
- Provide activities that are based upon sound early childhood education principles
- Ensure that all children's ministry programs are in compliance with church-wide policies for the protection of children and youth, including background checks and abuse prevention training for all volunteers and ensuring that two adults are present with children at all times.
- Support the overall mission and goals of St. John's as well as the specific yearly goals and objectives of the Vestry pertaining to children and youth

#### **Family Support**

- Offer family oriented events
- Encourage connections with peers and others in the parish
- Guide parents to new and existing formation resources.
- Provide pastoral support to parents, families, and leaders of young children, checking in with them regularly. If given permission by the individual, communicate relevant pastoral care needs to the Pastoral Care Committee and Rector.

**(over for more)**



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### **Communication**

- Communicate directly with parents on a regular basis
- Call any new parent with children after receiving notification from the Rector that a visitor card has been completed. Link newcomers to relevant ministry leaders.
- Ensure that information about children's events is communicated to the rest of the congregation via the weekly parish email, announcements in church, and website.
- Coordinate with other ministry areas regarding worship, special events, etc.
- Meet with the Rector at least once a month
- Attend weekly staff meetings
- Attend Formation Committee meetings
- Attend planning meetings for intergenerational worship services

### **Job Requirements**

- High school diploma or equivalent, post-secondary education desirable
- Significant coursework and experience working with children, preferably in a church
- Willingness to submit to a thorough background check and to undergo abuse-prevention training
- Awareness of age-appropriate activities for children
- Ability to connect with children and build a positive rapport and gain their respect
- Ability to communicate effectively with parents
- Experience with drama and theater desired but not required

### **Physical Demands**

The job demands are consistent with light work, although the employee may be required to lift and carry more than 40 lbs. infrequently. Work involves some bending, stooping, reaching, and lifting, and frequent sitting on the floor or on a low chair to be close to children's height.

### **Hours of Work**

The Director of Children & Family Ministries will work 14 hours per week (not to exceed 8 hours in any one day) for 50 weeks per year, with 2 weeks unpaid vacation. Unless on vacation, work every Sunday is required.

### **Times of Leave**

The Director of Children & Family Ministries will have 2 Sundays off per year, unpaid. On those Sundays he or she is responsible for scheduling sufficient volunteers to lead Children's Church in his or her absence.