**St. Michael’s Episcopal Church, Austin**  
Job Description: *Family Minister*

St. Michael’s Episcopal Church (SMEC) in Austin, TX, seeks a full-time family minister to partner with the rector, staff, parents, church and day school to nurture and grow a vibrant community of children *and* to minister to their parents. We seek to partner with an energetic and faithful family minister who can integrate our families more deeply into the fabric of our church’s DNA and who has a little holy ambition to see more families join our congregation.

We seek a family minister who is eager to learn, work hard, innovate, and grow with our parish. We seek to partner with someone who is diligent and organized. Above all, the family minister we seek will be on his or her own vibrant journey of faith and will articulate the importance of discipleship in his or her own life.

The Family Minister will also serve as a natural bridge between the church and the day school. He/she will help us think through a vision of how we want to invest more resources in the St. Michael’s Episcopal Day School (money, time, volunteer hours, etc.) as a way of serving our community and inviting more day school families to be in relationship with St. Michael’s Episcopal Church.

Under the supervision of the rector and in partnership with the staff and the people of St. Michael’s, the family minister will:

*Church related duties (80% of time)*

* Plan, prepare, and coordinate Sunday morning classes for all preschool to 5th grade children (and/or recruit parish volunteers to lead Sunday morning classes)
* Administer all aspects of children’s programming and maintain intentional and regular contact with parents through email, phone calls, and 1-to-1 meetings
* Supervise (and hire) paid nannies to staff the nursery rooms on Sunday morning and for additional church events
* Work to ensure that St. Michael’s is the most parent-friendly, intentional, and inviting church in the state of Texas
* Collaborate with SRA (safeguarding records administrator) to ensure all Safe Church required certifications for volunteers remain current
* Plan and implement additional family events in collaboration with the youth minister and other members of the SMEC staff
* Start new initiatives, in conversation with the rector, to forge a deeper connection between the church and our families and newcomers
* Oversee and/or assist in key parish events: (i.e., VBC, Trunk or Treat, Pet Blessing, Lenten Series, Christmas Pageant, etc.)
* Support and collaborate with other SMEC staff members as appropriate
* Support and plan newcomer initiatives in partnership with the rector and staff
* Attend all Tuesday staff meetings and participate in the staff’s journey of ongoing learning, growth and goal setting
* Liaise with other SMEC staff members to ensure that each person’s work is aligned, coordinated, and clear
* Serve as the SMEC safeguarding God’s children trainer
* ***Go above and beyond all items listed in this job description and perform other duties as assigned*** to ensure that our church’s ministry to families is healthy and growing

*Church/day school related duties (20%):*

* Discern appropriate ways to invite more day school families into the life of the parish (Sunday events, VBC, etc.)
* Oversee and lead the Wednesday morning weekly children’s chapel for day school children and parents
* Partner with the St. Michael’s Episcopal Day School Director and Employees to ensure effective use of shared rooms and to foster a mutually supportive relationship between the church and school
* Be present and visible at the day school as appropriate to build relationships with teachers and parents
* Maintain a cordial, supportive and professional relationship with the director and assistant director of the day school and brainstorm ways to be mutually supportive
* Coordinate special events for the church and school from time to time
* Learn about the Reggio philosophy of childhood formation in order to support the day school’s work

The ideal candidate will:

* Prioritize growth, accountability, and setting/reaching lofty goals
* Love Jesus Christ and seek to serve Him in and through this position with fullness of heart, mind, soul and strength
* Work well with a team and enjoy the ongoing process of learning, challenge, and growth that the job requires
* Understand the mission of the parish and plan his/her activities and initiatives in such a way that this mission is served
* Display a genuine love and natural affinity for children *and* have a special rapport with young kiddos; if kids can’t love you, it’s a non-starter
* Be a capable administrator and organizer of volunteers
* Understand, appreciate, and be sensitive to the unique needs of parents and families with young children
* Understand and love the missional context we serve

Pay, Hours, and Benefits

This is a full-time job that comes with benefits and a generous vacation package. Candidates who wish to apply should send a brief cover letter and résumé to The Rev. John Newton at [jnewton@st-michaels.org](mailto:jnewton@st-michaels.org).

Interested candidates should also take thefollowing assessment (<https://www.16personalities.com/free-personality-test>) and, upon completion, submit a brief essay that answers the following questions: based on the stated strengths and weaknesses of my personality type, where do I naturally expect to thrive given what I understand about this job? Where might I be challenged and in need of extra support and mentoring?