

Date Posted: April 22, 2022
Position: Children's Minister
Scheduled Work Hours: 15
Church Size: 120 ASA

Job Description

The **Children's Minister** is a 15 hour/week, lay staff member who reports directly to the Rector (senior pastor) and leads the Children's Ministries of the parish, for newborns through 6th graders. The purpose of this position is to oversee, organize, grow, and sustain the Children's Ministry of the parish. This person also facilitates intergenerational opportunities and supports the integration of children into parish life as full members of the church.

The mission of the parish is "With God's help, we seek the transformation of lives through sharing the gifts of God's grace and love". The Children's Minister will collaborate with the Rector, staff, and volunteer children's ministry leadership to pursue this mission. Plan to be on-site Sunday mornings (about 4-5 hours), attend monthly Staff meetings, and maintain regular hours on site.

We are a Godly Play church! This position will require the children's minister to be trained in Godly Play. Please see the Godly play website www.godlyplayfoundation.org for more information.

St. Alban's is an open and affirming church. We believe that God loves us all – no exceptions.

Role Responsibilities The specific responsibilities include but are not limited to:

Children's Formation

- Lead Godly Play programming weekly during Sunday School.
- Lead the Children's Chapel program weekly. Children's Chapel occurs during the first portion of each worship service.
- Develop supplemental curricula for grades pre-K through 6 as needed.
- Organize and lead one week Vacation Bible School in the summer.
- Organize and lead special activities, including intergenerational programs and seasonal special events such as Sunday School Rally Day, Fall Harvest Festival, Children's Christmas Program, Epiphany Party, Easter Egg Hunt, etc.
- Support Youth Minister in similar events as above, including the yearly Mission Trip for youth and our pre-youth group for 5th and 6th graders, "Club 56."

Pastoral Care

- Form pastoral connections with children and their families, and coordinate with Youth Ministry and Rector for family support.

Supervisory Responsibilities

- Recruit, train, and nurture adult leaders of Sunday School and Children's Chapel.
- Supervise nursery staff (primarily for Sundays.)
- Collaborate with a leadership team (Family Formation Guild) for Children's Ministry to foster effective leadership, discernment, accountability, and connection to the parish.
- Prepare and manage the approved Children's ministry program budget.
- Ensure that all adults working with children are certified in "Safeguarding God's Children" (for the prevention of abuse and sexual misconduct in the church).
- Assist in communicating, promoting, and debriefing church programs and opportunities to serve inside and outside the parish.

* Other duties as assigned by the Rector.

Qualifications

- A Christian committed to Jesus Christ, and to the church as the Body of Christ.
- A passionate desire to help kids discover the love of God and grow as members of the faith community.
- Skills and experience as a creative and effective teacher of young children, including skills in using various modes of learning and classroom management.
- Demonstrated skills and attributes in:
 - Responsibility, organization, and effective, healthy communications
 - Building fun, caring, and trusting relationships with kids and adults
 - Flexibility and patience
 - Initiative, solution-oriented problem-solving, reliability, and accountability
 - Group/team leadership, training, mentoring, teaching, facilitation
- Experience implementing Godly Play and/or various other Children's Ministry curricula.
- Ability to recruit, train and support volunteer teachers.
- Ability to relate well with children, teenagers, and young adults as well as older members of the parish.
- An understanding of and respect for the Anglican / Episcopal tradition.
- Ability to work graciously with people of various backgrounds and views.
- Good judgment in boundaries (personal and professional) and in the wise and responsible use of technology and social media.
- Ability to engage in indoor and outdoor activities and games with kids.

Education and Experience

- At least two years' experience, demonstrating an ability to grow and sustain a vibrant children's ministry.

Other Requirements

- Employment is contingent on a successful completion of criminal background check.
- Three references are required, including at least one personal and one professional reference.
- Upon hiring, must complete Safeguarding God's Children and Safeguarding God's People certification process.

Compensation and Benefits

The position is 15 hours/weekly, with salary and one week vacation, including one Sunday to start. Annual salary range is \$16,000 - \$20,000, depending upon agreed hours, training, experience, and demonstrated abilities.

Submit a cover letter and resume to the Rev. Peggy Lo at peggy@stalbansaustin.org

Visit us online at www.stalbansaustin.org