



## DIRECTOR OF CHILDREN'S MINISTRY

### POSITION

- The Director of Children's Ministry (DCM) oversees the ministry programming for all children ranging from newborns up to sixth grade.
- Ministry Vision: The DCM, empowered by the Holy Spirit and with a team of committed volunteers, is to "plant and water" (1 Corinthians 3:6) the seeds of Christian faith in the children of St. Alban's. Our vision is that the seeds we plant would grow into a lifetime of Christian discipleship rooted and grounded in the Gospel of Jesus Christ (Colossians 2:7, Ephesians 3:17).
- Main Programs: Sunday School classes (10:15 AM), Children's Chapel (9:00 and 11:15 AM), Vacation Bible Camp, Fall Festival, and other activities.
- The DCM reports solely to the Rector of the parish.
- Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program (both Safeguarding God's Children and Safeguarding God's People).

### BENEFITS

- Entitled to one week paid vacation annually in first year. Year two to five: two weeks vacation/year. After 5 years, entitled to three weeks paid vacation.
- Eligible for defined contribution pension plan at start of employment. Church will match employee contributions up to maximum allowed for participating employees.
- Medical benefits available.

### HOURS

- This is a full-time position
- Business hours are 8:30am-4:30pm, Monday through Friday. The DCM sets own weekly work hours during parish business hours. Must be present on Sundays from 8:30 AM until 12:30 PM (Children's chapel for 9:00 and 11:15 AM services).

### DUTIES

- **Children's Sunday School:** oversight of ministry; plan and audit curricula, train, organize, and schedule influencers (those who volunteer their time in serving children's ministry), make sure materials are ready and in classrooms each Sunday.
- **Children's Chapel:** oversight of ministry; be able to both lead and equip influencers to lead Children's Chapel every Sunday during 9:00 and 11:15am service, organize and

schedule, ensure materials are ready, ensure an attractive, clean, child-friendly worship space. Ensure orderly dismissal and return to worship.

- **Nursery:** Ensure appropriate staffing, security, and resources for nursery. Handle scheduling of nursery workers for all events for which nursery will be available. Ensure nursery staff are CPR-trained. Ensure that sign-in is efficient, clear, and enforced. Ensure room is clean, inviting, and stocked with supplies each Sunday.
- **Influencers:** Develop relationships with lay members. Recruit and equip church members to lead various children's programming.
- **Vacation Bible Camp:** Plan and run an annual weeklong summer VBC. Recruit influencers or hire part-time staff to ensure sufficient personnel. VBC's goal is to serve as both an event for existing church families (for fellowship and spiritual growth and fun), and as an evangelistic outreach to our neighborhood.
- **Easter Egg Hunt/Trunk or Treat:** Coordinate seasonal community events for parish and greater Waco community.
- **Children and Family Christmas Eve Service:** Coordinate with staff a child/family centered worship experience.
- Other duties and responsibilities as assigned by the Rector.

#### QUALIFICATIONS

- Vibrant personal faith in Christ, and commitment to the mission of St. Alban's (proclaiming to all, in word and deed, the grace of God in Jesus Christ)
- Belief the Old and New Testaments of the Bible as God's Word written, containing all things necessary for salvation; Agreement with the statement of faith found in the Nicene and Apostle's Creed.
- A commitment to creating a children's ministry that is fun, safe, and Christ-filled.
- A commitment to excellence and professionalism.
- Bachelor's degree or higher. Experience with children and Christian education. Collaborative team player. Skilled in time management and ability to delegate. Comfortable with using email, phone, web and social media to communicate about and promote ministries and events. Can identify, recruit, manage, and encourage influencers.
- Episcopalian preferred. If non-Episcopalian, must be supportive of Episcopal tradition and worship.

Applicants should send résumé and cover letter to:

St. Alban's Episcopal Church

Attn: The Rev. Aaron M. G. Zimmerman

2900 West Waco Drive

Waco, TX 76710

Or: [aaron@stalbanwaco.org](mailto:aaron@stalbanwaco.org)