

## **DIRECTOR OF CHILDREN'S MINISTRY**

The Director of Children's Ministry will work closely with the Associate Rector for Christian Formation to coordinate programming for children from birth through 5<sup>th</sup> grade and facilitate the transition of children into the youth ministry program, with four key areas of focus. These include:

### **1. Programmatic/Relational Responsibilities:**

- With the guidance of the Associate Rector for Christian Formation, design, develop and implement a vibrant, comprehensive, growing, and sustainable ministry for children
- Oversee all children's Sunday School offerings including the recruitment, direction, supervision, and support of Sunday School teachers in areas of curriculum, implementation, and educational experiences
- Oversee the Children's Chapel ministry on Sundays
- Provide annual Vacation Bible School program, including curriculum development or procurement, volunteer and teacher recruitment and training, and marketing and resource procurement
- Coordinate and oversee Christmas Eve Tableau (costumes, rehearsals, etc.)
- Provide spiritual reading recommendations for children and families
- Develop and maintain a solid volunteer base to be utilized in the execution of the ministry and ensure Safeguarding God's Children certifications for all volunteers
- Serve as staff liaison to MOPS and MOMSNext, including the following responsibilities: supporting MOPS events and attending monthly MOPS meetings to build and foster relationships with those mothers
- Coordinate Baptisms, serving as a point of contact for the parents and assisting the clergy in the preparation for Baptism as appropriate
- Oversee staffing and operation of church nursery (birth through 4 years)

### **2. Administrative Responsibilities:**

- Work with the DYM to leverage ACS/Realm, ensuring its accuracy, to support both the Children's Ministry as well as Youth Ministry
- Provide periodic, timely communication and program updates for parents
- Provide Director of Communications and Marketing with all information necessary to promote the children's ministry in a timely manner for bulletin and website
- Ensure that accurate attendance is tracked and recorded for all children's ministry programming
- Develop and manage the children's ministry budget

### **3. St. Mark's Episcopal Day School (SMEDS) Responsibilities:**

- Alongside the Associate Rector for Christian Formation and the SMEDS Christian Education Teacher, serve the K-6<sup>th</sup> students at SMEDS by assisting and/or leading chapel and/or serving in other appropriate capacities
- Working with the Director of the Pre-Primary program, serve as chapel leader for Pre-K 1, Pre-K 2, Kindergarten and ELP 2 classes (Wednesday and Thursday mornings)
- In cooperation with the DYM, support students of all ages with a particular focus on the seamless transition of rising sixth grade students from the children's ministry into the broader youth ministry

- Ensure that families of pre-primary and K-5th students at SMEDS (especially families without a church home) feel invited into the life of St. Mark's Episcopal Church

#### **4. Intergenerational Responsibilities:**

- Coordinate with the Associate Rector for Christian Formation, other clergy, and staff in developing and implementing the children's ministry offerings at intergenerational events such as Epiphany (King's Cake, dinner, and burning of the greens), Shrove Tuesday (games and crafts), Lenten Series on Wednesdays (children's programming), Palm Sunday (Animals on the Baker Green), Easter Sunday (egg hunt), Rally Day (blessing of the backpacks), Parish Retreat (children's programming), Buford Bowen Conference (children's programming), Advent and Alternative Giving Fair (children's crafts & activities) and the Young Family Advent party (children's crafts and activities)
- In consultation with Associate Rector for Christian Formation, may offer Bible studies or other events to help connect the parents of St. Mark's children to the Children's Ministry Program

#### *Basic Qualifications:*

- College graduate
- Experience working or volunteering in Church ministry, specifically with children and/or youth
- Proficient with Microsoft Office Products including Word, Excel and Outlook
- Ability to communicate effectively and professionally, both orally and in writing
- Ability to organize, focus and multi-task
- Ability to work as part of a team
- Ability to keep accurate and detailed records

#### *General Expectations:*

- Attend weekly staff meetings
- Abide by all St. Mark's policies and procedures as outlined in the Employee Handbook
- Regularly engage in opportunities for personal, spiritual, and professional development
- Participate in continuing education experiences as needed and approved
- Participate in the life of the staff by attending staff retreats, special events (holiday parties, luncheons, etc.)
- Represent St. Mark's in a professional, positive, and friendly manner

Reports to: Associate Rector for Christian Formation

Annual Review: Associate Rector for Christian Formation

Exempt, Full Time Position