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**POSITION:** Director of Children’s Ministries

**STATUS:** Full time exempt

**REPORTING TO:** Associate Rector for Children and Family Ministries

**SUMMARY/OBJECTIVE**

The Director of Children’s Ministries supports the church by developing, coordinating, and administering a comprehensive ministry for the spiritual formation of children from birth through 5th grade. He or she provides leadership to and supervises staff members and volunteers involved in this ministry. This person must be committed to the Mission and Core Values of St. Martin’s Episcopal Church.

**ESSENTIAL FUNCTIONS**

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion, which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Build a culture of joy and enthusiasm while creatively connecting children and their families to Jesus Christ.

1. Actively supervise and collaborate with the Preschool Ministries Coordinator on Sunday mornings for all aspects of Children’s Ministries programming.
2. Research, select, and/or write educational curricula alongside the Associate Rector of Children and Family Ministries to provide a well-rounded program.
3. Recruit, train, and schedule volunteers by promoting a compelling vision for the ministry.
4. Teach in the Christian Education program as needed.
5. Communicate regularly with parents through weekly e-news, phone calls, one-on-one meetings, and periodic parent roundtables.
6. Maintain an energetic presence on Sunday mornings in the Family Table worship service, connecting socially with young families and facilitating video announcements to promote Children’s Ministries programs.
7. Develop, plan, promote, and implement an annual weeklong Vacation Bible School during the summer months.
8. Maintain an adequate inventory of supplies and supervise the purchase of materials and equipment needed for childcare and Children’s Ministries programs.
9. Establish an annual budget for Children’s Ministries in consultation with the Director of Finance.
10. Regularly attend team and staff meetings, trainings, and conferences to work with appropriate committees, staff and leaders in carrying out the church’s mission.
11. Engage in the strategic long-term planning for Children’s Ministries, including creating and distributing the program calendar to staff, volunteers, and department heads.
12. Perform additional duties as assigned.

# INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

− Seeing ahead to future possibilities and translating them into breakthrough strategies.

− Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

− Adapting approach and demeanor in real time to match the shifting demands of different situations.

− Consistently achieving results, even under tough circumstances.

# EDUCATION AND EXPERIENCE

College degree and 5 years of relevant work experience. Additional eligibility qualifications include two years of increasingly responsible related experience, or any equivalent combination of related education and experience.

# HOW TO APPLY

Please your resume directly to Sarah Kolb at [skolb@smec.org](mailto:skolb@smec.org).