

Children's Ministry Director

SUMMARY of St. Bartholomew's Episcopal Church in Poway, California: we are a dynamic growing Christian Faith Community, within the Episcopal Diocese of San Diego. Our parish has experienced a renewal throughout each of our ministries and we are now able to invest more in our children, youth, and family faith formation offerings. Our professional staff and strong lay leaders work as team, hand-in-hand, to do holy work every day. Our collaborative nature and welcoming of everyone, with no exceptions, has positioned St. Bart's to strive to meet the needs of a growing number of families in our area.

We seek a dynamic, creative, and passion-driven person to join our team who resonates with our response to God to raise families to know the Good News in real and tangible ways that can be applied in every family's daily life.

Our **Children's Ministry Director** will be responsible for the implementation of the Children's Ministry programs, including the Sunday school, regular family events, and developing Wednesday formation offerings. In addition, she/he will coordinate our paid nursery staff and all other programming and special children's services for children and their families at St. Bartholomew's.

If you feel God calling you to enter a discernment process with us, we want to invite you to send us your cover letter sharing your passion for children's and family formation, why you feel called to serve in Poway on our campus, your CV or Resume, and three relevant references. **Send all inquiries to: bdean@stbartschurch.org before 5:00pm on June 7, 2017.**

This is a year-round, part-time position based on a 20-hour work week. We offer competitive compensation and benefits. Here is a list of qualifications and the basic job description.

Qualifications:

- Parishioners of St. Bart's may not apply.
- Passionate about Christian formation of children and their families.
- Passionate about welcoming children and their families, and incorporating them into the life of the community.
- Ability to articulate vision for faith formation at home.
- Developing an active relationship with Jesus Christ.
- Baptized and confirmed in a Christian denomination.
- Experience implementing policies and/or systems to keep children and youth safe.
- College education preferred.

- 3-5 years of experience teaching in Sunday school or children's classrooms.
- Training in Godly Play or Catechism of the Good Shepherd preferred.
- Church school or professional teaching training preferred.
- Highly organized.
- Excellent communication skills.
- Enjoys problem solving.
- Natural motivator of others and advocate for collaborative/cooperative leadership.
- Proven team player.
- Easter attitude!

Specific Responsibilities (subject to change)

- Responsible for assisting the Assistant Rector in the implementation of children's ministry programming.
- Responsible for implementing mission and vision of the parish, as understood in our strategic plan and annual goals.
- Responsible for maintaining and enabling a safe, welcoming campus to all.
- Director of year-round Sunday school programming for children (newborns through 5th graders).
- Coordinate and support new initiatives, for example, to offer formation opportunities on Wednesday afternoons, etc.
- Active and tangible ministry of presence: be present and visible during program hours and parish events.
- Work closely with faith formation team (lay leaders, staff, and clergy).
- Promote and implement the policies and practices of the Episcopal Church, the Rector, and people of St. Bartholomew's Episcopal Church.
- Integrate principle teachings and programs of the parish into the lives of children (on and off campus) in tangible ways.
- Maintain and implement registration and record keeping, including tracking attendance, notifying the ministry team of newcomers, illnesses, and unusual absences.
- Manage and maintain an inventory of school and children's ministry supplies, curriculum, etc.
- Recruit, support, and participate in the training and ongoing formation of teachers and aides.
- Invite and lead parents and grandparents to deepen faith formation at home.
- Advocate for the voice and presence of children in the life of the church.
- Proactively engage pastoral matters with clergy.
- Develop and expand our ability to create joyful, colorful, learning environments.

Sunday Mornings:

- Anticipate and have all teachers, aides, and classrooms prepared before the team arrives.
- Ensure all greetings, welcoming, and new family systems signage is out and awaiting people's arrival.
- On Sunday mornings, ensure children are ready to enter church after the peace and remain with them at altar rail until dismissed (as applicable).
- Be available to assist and coordinate special events, such as Vacation Bible School, Lenten University, Mother's Day Tea, Trunk or Treat, Kid's Night Out, etc.
- Work in collaboration with and develop team relationship with Sunday School volunteers, Youth Minister, other CFF staff, parish administrator, and clergy.
- Participate in Children's Formation parent meetings, parent and teacher retreats, etc.
- Attend staff meetings weekly unless otherwise negotiated (Tuesdays, 12:00 – 1:30 p.m.). In addition, attend CFF planning and CFF leadership meetings as negotiated.
- Coordinate and facilitate the preparation, scheduling, and implementation of preschool chapel time (as applicable).
- Assist Children's Chapel team leaders.
- Ensure all rooms are clean, organized, and materials are put away after each use.
- Greet families on the patio, participate in guiding children and families to classrooms, walk through classrooms and hallways during class time, and be prepared to assist teachers.
- Assistant care for children in worship services.
- Active presence each Sunday in worship, in classrooms, and on the patio.
- Maintain an active faith in Jesus Christ.
- Communicate effectively and pro-actively to the parish, parents, and teachers through all current and future tools (newsletter, e-news, constant contact, Facebook posts, etc.).
- Maintain pastoral boundaries.
- Other tasks as assigned by the Rector.
- Have fun!