Job Description
St. Stephens Episcopal Church
Director of Children’s Ministries

Position: Part Time Director of Children’s Ministries

Status: Part Time. Averaging approximately 20-25, over 12 months. The hours are flexible as workload demands, with the exception of Wednesday evenings and Sunday mornings during the program year. Paid vacation time and a stipend for continuing education are included.

Children’s Ministry at St. Stephens Episcopal Church

Do you love children? Do you feel called to help families reclaim the transformative power of following the way of Jesus? Do you want to learn as much from children as you teach them? Would you like to walk with a faith community actively seeking to discern a new vision for ministries to children? St. Stephens is ready to do the deep, collaborative work of listening to God’s Spirit, who is constantly bringing new life among us. You can be a key leader in that visioning process, in addition to the important incarnational work of teaching and administering children’s programs.

Job Summary

This person directs, administers, and teaches children’s programs on Sunday mornings and Wednesday nights. S/he will also be centrally involved in leading a team of lay people through discerning a new vision for children’s ministries.

Reports to:

The Assistant Rector, the Rev. Lisa Wiens Heinsohn. The Director of Children’s Ministries will be a central part of the Programs Team at St. Stephens, involving lay and clergy staff.

Responsibilities:

Including, but not limited to:

• Co-leading a small team of lay participants and formation staff to discern a Spirit-led, communally based vision for children’s ministries
• Oversee, administer and teach Sunday morning education (“Sunday Club”) for children ages 4 – 5th grade
• Oversee, administer, and teach Sunday morning “Wee praise” worship for ages 3-6
• Oversee, administer and teach Wednesday evening Christian formation and community building for children
• Oversee, administer and teach one week of summer Vacation Bible School
• Recruit, train and support volunteers to help with children’s ministry
• Prepare supplies and physical space for children’s programs
• Oversee and administer nursery for infants – 3 years old on Sunday mornings
• Determine and create other possible events for children to increase community, create age group cohorts, and engage children in age-appropriate service opportunities consistent with St. Stephens’ identity, history and interests
• Work collaboratively with program staff and clergy to cultivate and adapt programs as needed
• Communicate consistently and well with parents, staff, and the broader St Stephens community about all important aspects of children’s ministry
• Provide input about website content and facebook page content about children’s ministries

Qualifications
Required

• Robust knowledge of and connection with Christian faith, and ability to translate faith into the language and experiences of children
• Comfort and familiarity with theological diversity
• Familiarity with liturgical tradition
• Ability to honor and maintain confidentiality
• Ability to recruit, train, and support volunteers, and to communicate effectively and in a timely manner with them
• Great organizational and planning skills
• Ability to present an outgoing and cordial disposition to visitors and callers
• Ability to professionally communicate with those who call, write, or visit
• Ability to work as a team player with staff, volunteers, and diocesan personnel
• College degree or postsecondary courses
• This position requires all Sunday mornings and Wednesday evenings, and may require additional evenings on an occasional basis.

To apply:

Send resume to The Rev. Lisa Wiens Heinsohn, Assistant Rector, at lheinsohn@ststephens.com.