

GRACE EPISCOPAL CHURCH

133 School Street
New Bedford, Ma 02740
508 993-0547

Children's Minister Position Description

Grace Church is seeking an energetic, enthusiastic, and experienced Children's Minister to promote Christian Education and Formation. The ideal candidate will be an organized self starter with a love of Christ and a desire to create a fun and nurturing environment in which our children can develop into active members of our faith community.

Position Requirements and Qualifications:

- Demonstrate Christian faith, character and commitment in daily life. The candidate does not need to be an Episcopalian but should have the ability to articulate Episcopal Church traditions and his/her own personal faith.
- This candidate should have an ability to work well with people and recognize their individual talents.
- Candidates for this position should feel called to the ministry of Christian Education and have enthusiasm, love of children, and an understanding that Children's Ministry is relational.
- Be a self-starter with the ability to design and organize programs and activities working in a collaborative fashion.
- The position is subject to a background security check and to the Misconduct/Sexual Harassment/Child Abuse Guidelines of the Diocese of Massachusetts.

Job Description:

General Responsibilities:

- The Children's Minister is a part time staff person who is responsible for assisting in the planning and promoting of Christian Education and Formation which will support the faith journey of the children of Grace from Nursery through Grade 6.
- This person shall supervise and be directly responsible for the overall organization and coordination of the church school ministry.
- The Children's Minister will be expected to attend Grace Church service providing weekly Children's Chapel activities and monthly Children's sermon.
- Responsibilities include recruiting, training, nurturing and supporting church school teachers and volunteers.
- Submitting/overseeing Church School budget to the Finance Committee annually and monitoring said budget regularly.
- Overseeing church school classroom space and advise sexton of necessary repairs
- Be a resource for families in questions of faith and parenting.
- Be an intermediary between children, teachers, and parents as needed.

- Ensure that all Safe Church principles, procedures and policies are followed for the whole parish.
- The Children's Minister will be responsible for other duties as determined by the Rector.

Programming:

- In collaboration with the Rector and Children and Youth Commission the Children's Minister will choose a curriculum which will teach and promote the Christian Faith as well as the doctrine of the Episcopal Church.
- Planning the goals and objectives of the Church School Education Program, September-June and organizing VBS (Vacation Bible School) during the summer.
- Planning seasonal events for the Church School which will minister and support the children on their faith journey following the Church's calendar year.
- Participation in the baptism preparation meeting with parents and godparents of candidates.
- Maintaining a database of all children registered in Grace Church School and keep Parish Office informed of status.

Communication and Administration:

- Provides proactive communication of yearly curriculum calendar and special events through Grace Notes, Leaflet, Bulletin Board, Website, Social Media and direct contact with students and families.
- Attendance at Children and Youth Commission meetings.
- Attendance at Staff Meetings.

Hours: Approximately 10 hours per week

Reports to: Rector

Please send a cover letter and resume to The Rev. Christopher Morck at revchrismorck@gracechurchnb.org