Director of Children’s Ministries: St John’s, Ross

St John’s Episcopal Church in Ross, CA (www.stohnsross.org) is looking for a part-time Director of Children’s Ministries (DCM). We are seeking a dynamic, creative and organized individual with a passion for helping children grow spiritually. The DCM will be a gifted communicator who can engage parents and volunteers and keep the wider parish informed about the purpose and meaning of ministry with children. We are particularly looking for someone who will gather, train, and inspire a team of lay leaders to work with children.

St. John’s is a thriving and growing community of all ages. Clergy and lay ministers serve together with staff and volunteers to provide a robust environment of fellowship and faith formation for children, youth and families, and we are looking to re-energize and grow our current program. We are hoping to have the right person in place and working by September 2016.

Qualifications:
Applicants should have previous experience working with children in a Christian church, including experience implementing faith formation curriculum for children. Experience with the Godly Play curriculum or a willingness to be trained in Godly Play is required. Familiarity with the Episcopal Church is preferred, but not required. An ability to connect with and inspire children is essential, as is an ability to work with parents and volunteers in an organized and thoughtful way.

Supervision:
The DCM will be supervised by, and report to, the Associate Priest. The DCM will be in charge of managing the Sunday morning nursery staff. Many of the DCM’s duties, as listed below, will also require some degree of collaboration with other staff. Annual review of the position will entail a mutual review overseen by the Rector.

Primary responsibilities:
We are looking for a DCM who will prioritize building relationships with children and families and inviting them into deeper spiritual engagement.

To this end, the DCM’s primary responsibility will be our weekly Sunday School program. The DCM will:

• oversee nursery care and curriculum
• recruit, train, and support a team of Children’s Ministry volunteers who: teach Sunday School, reach out to new families, and help with special events for families.
• create a community of ongoing learning and spiritual support among children’s ministry volunteers
• communicate regularly with volunteers about scheduling, troubleshooting, and hows/whys of curriculum.
• coordinate and support volunteers, set up rooms, purchase and set up supplies for all Sunday School classes, grades pre-K through 5.
• communicate regularly and creatively with parents about ways to engage spiritually as a family outside of church.

Other responsibilities:
1. Organize, plan, provide leadership for, and recruit volunteers to staff our annual Vacation Bible School (one week in Summer).

2. Coordinate special events to engage families with children and reach out to new families, including the Christmas Pageant and other seasonal activities.

3. Work with other staff to include children and families more fully in the life of the church.

4. Collaborate with other staff to create a bridge from the 9am service to Sunday School and other
church activities, allowing families with older children to make that transition if desired.

5. Manage the Children’s Ministry portions of the St. John’s Website; use social media effectively to connect with families.

6. The DCM is also responsible for implementing Diocesan policies regarding work with children, including training and background checks for volunteers.

7. Additional duties as assigned.

**Time and Compensation**

This position will be part time at 12-15 hours per week. The DCM is asked to be present on Sunday mornings from 8:30am through the end of coffee hour. Presence on the church campus will be necessary at times during the week for meetings, room set up, and other tasks and events, but much of the work can be done from home. Compensation includes salary commensurate with experience.

**To apply**

Please send a résumé and cover letter to:   Director of Children’s Ministry  
St John’s Episcopal Church  
PO Box 217, Ross, CA 94957  
Attn: Ginger Strickland

Or by email:   info@stjohnsross.org