



# ALL SAINTS' CHURCH

*Overflowing with God's Love and Healing Power*

## **Job Description: Children's Ministries Director**

### **Summary of Position:**

The Children's Ministries Director shall be responsible for developing and leading/directing all areas of ministry to children (birth through Grade 5) and their families at All Saints' Church. Primary focus areas will include discipleship/formation by further developing Sunday children's ministries, recruiting and developing ministry leaders, equipping parents to effectively disciple children, and enhancing the connectedness of Children's Ministries to other church ministries and congregational life as a whole.

**Position Reports to:** Rector

**Employment Classification:** Position is full-time, salaried with eligibility for health insurance and other benefits. Salary commensurate with education and experience.

### **Qualifications:**

- Bachelor's Degree from an accredited college or university with a focus in Children's Ministry, Christian Education/Formation, Elementary Education, or a related field of study; Master's Degree a plus.
- Minimum of 3 years experience leading Children's or Family Ministry in a local church.
- Willingness to be confirmed or received as a member of All Saints' Church within 6 months of start date.
- Full agreement with and public espousal of the doctrinal formularies of the Anglican Church in North America, the Diocese of the Mid-Atlantic, and All Saints' Church.
- Committed, personal relationship with Jesus Christ as Lord and Savior.

### **Duties and Responsibilities**

Responsibilities include, but are not limited to the following:

Direct all areas of ministry to children (birth through grade 5) and their families.

- **Age-appropriate faith formation:** Integrate developmentally-appropriate faith formation into all areas of Children's Ministries with a focus on discipling children into a vibrant Christian faith in continuity with the Anglican way.
  - Develop and/or carefully review and select age-appropriate curricula, giving attention to depth and quality, biblical soundness, and congruity with Anglican beliefs and practice.
  - Facilitate opportunities for children to engage in doing ministry and Christian service.
  - Lead first Holy Communion classes in coordination with the Rector.
  - Introduce children to Anglican worship, liturgy, and use of the ACNA Book of Common Prayer for age-appropriate faith formation.
  - Affirm and model the priority of prayer for all areas of Children's Ministries, for children and families, and develop a team of intercessors focusing on these areas.
- **Sunday morning:** Lead/oversee Sunday morning Children's Ministries including children's education hour, children's church, and nursery weekly throughout the year.

- **Develop leaders:** Recruit, train, and supervise paid and volunteer staff for all areas of Children's Ministries, giving special focus to recruiting and developing new leaders.
- **Coordinate w/ other ministries in church so that children receive best possible care:**
  - Coordinate and facilitate appropriate childcare for all-church events and ministries within the church.
  - Collaborate with other ministry staff for integrated and cohesive alignment between ministries and for children's ease of transition from one group to the next.
  - Create, organize, and host programs for children during holidays including, but not limited to, Christmas and Holy Week and during special church events.
  - Work with Newcomers' Ministry to welcome and fully assimilate children and families into church life.
- **Support families:**
  - Equip and support families in developing a consistent devotional life in their homes.
  - Engage in pastoral care and counsel with parents and families as appropriate.
- **Outreach and mission**
  - Engage in outreach to unchurched families in the community.
  - Organize and lead all aspects of Vacation Bible School each summer, giving balanced focus to further developing children within the church and reaching the unchurched.
  - Foster an environment which is welcoming to children/families with special needs or whose first language is not English.
- **Protection of children:** Oversee all areas of Protecting God's Children child and youth protection program for minors within the church including:
  - Completing and maintaining diocesan certification as a trainer for the Protecting God's Children program.
  - Conducting Protecting God's Children workshops throughout the year for children and youth workers from All Saints' Church.
  - Ensuring that all workers remain current in their training and compliant with church and diocesan policies in conjunction with the Rector.
  - Conducting application processes, criminal background checks, and reference checks and maintaining these records in a permanent and confidential manner.
  - Furthering best practices for protection of minors within the church.
- **Other expectations**
  - Develop, implement, and adhere to the Children's Ministries annual budget as approved by the Rector and Vestry.

### **Competencies and Technical Skills**

- Strong administrative and organizational skills with the ability to create, sustain, and adjust ministry structures effectively.
- Flexibility and ability to work in a growing and changing ministry environment.
- Effective recruiter, developer, and trainer of ministry leaders and staff, both paid and volunteer.
- Committed team player who works collaboratively with staff under the Rector's leadership, giving careful attention to the integration of Children's Ministries into church life.
- Holistic perspective regarding how Children's Ministries interfaces with and mutually strengthens other areas of church ministry.
- Mature pastoral insight and self-awareness, with the ability to establish and maintain healthy boundaries and attentiveness to appropriate self-care.
- Understanding of sound biblical and theological principles and the ability to thoughtfully integrate them

into all areas of Children's Ministries.

- Proficient in Microsoft Office programs and a willingness to learn and adapt to new technologies for continued effectiveness.
- Thorough knowledge of English usage, spelling, grammar, and punctuation with the ability to communicate effectively both orally and in writing. Proficiency in Spanish a plus.
- Willingness to be a self-starter and to take initiative.

### **Character/Spiritual Qualities**

- Practice a consistent, vibrant Christian faith and daily devotional life.
- Demonstrate a strong work ethic and sense of responsibility.
- Exhibit Christian integrity in all areas of life and ministry.
- Project a sincere and genuine sense of welcome and concern.
- Seek God's guidance through prayer, study, and counsel for all areas of ministry responsibility.