

Episcopal Church of The Holy Family

**419 Turnpike Road
Mills River, NC 28759**

Job Description for Part-Time Children's Minister*

**Note: At Church of the Holy Family "children" refers to those aged birth-5th grade.*

Overview

As a partner in ministry, the Children's Minister will promote the vision and mission of Church of the Holy Family and strive to embody Christian values and be a friendly, welcoming presence to all who come to our church. The Children's Minister will serve as Holy Family's chief advocate for engagement with children and their families. The Children's Minister reports to the Rector.

Essential Functions

- Develop and implement a vibrant Christian education program for the children who attend Church of the Holy Family.
- Advocate for meaningful inclusion of children in the liturgical and communal life of the congregation.
- Build personal, supportive and pastoral relationships with children and their families.
- Create an environment where parents can participate in the worship service knowing that their children are well cared for and engaged.
- Work alongside the youth ministry coordinator to ensure that communication and vision for the children, youth and family ministry at Holy Family are consistent.
- Successfully complete "Safe Church" training through the Episcopal Church.

Primary Responsibilities

- Ensure that age-appropriate, engaging formation content is scheduled and provided for children's classes and other gatherings.
- Greet children and families as they arrive at church. Recognize if there are visiting families, and if so, make them feel welcome and introduce them to the available children's activities.
- Lead Children's Chapel during the worship service on Sundays. Children's Chapel may include a short lesson, craft or guided spiritual practice.
- Work hours on Sundays are 10:15 AM to approximately 12:15 PM. Worship begins at 10:45 AM.
- Additional hours may be needed during Holy Week, Advent and Christmas. Expectations will be discussed and agreed upon well in advance with the Rector and the Christian Formation team.
- Ensure there are resources available for the children during the service so they can participate and enjoy themselves during the service.
- Be available during the worship portion of the service if children need guidance or distraction.
- Recruit and train volunteers to assist on Sunday mornings and other times.
- Ensure classrooms are picked up after the service, kept organized and that children's activity ("fun") bags (for use during the service) are kept ready to use with books, toys and other supplies.
- Toys and tables both in the sanctuary and classrooms need to be sanitized each Sunday after use.

- Work with the clergy and Director of Music, to facilitate the active participation of children in the liturgical life of the church.
- Plan and promote special events such as the Easter Egg Hunt, Halloween Trunk or Treat, Back to School and Advent activities.
- Consult with the Rector, as needed, about any concerns involving a child or family.
- Meet with the Rector regularly as mutually agreed upon to assess program and work on curricular lessons.
- Develop newsletter and outside publicity announcements.

Compensation

- Compensation is for a part-time hourly position, approximately 4-5 hours a week at \$20.00 per hour.
- This position is entitled to 10 hours (or two weeks) of paid time off each year. Paid time off will accrue at a rate of .19 hours a week.

Qualifications

- A demonstrated interest in children, youth and Christian ministry.
- Two or more years of experience in ministry or education (preferred).
- Experience with and knowledge of the worship, history, and ministry of the Episcopal Church (preferred).
- Ability to recruit volunteers and delegate responsibility.
- Must pass background/drug/motor vehicle screening.
- Excellent verbal and written communication styles.
- Self-motivated, organized, and detail-oriented with a collegial style of leadership.

Apply Today

For more information, please contact Sr. Warden Michal Baird (michal@ourhollyfamily.org), Youth Ministry Coordinator Jodi Harbin (jodi@vetonthego.com) or The Reverend Tracey Kelly (tracey@ourhollyfamily.org). To apply, please send a letter of interest and resume to the addresses above.