



Children's Minister Position Description

Parish Mission

The mission of St. Michael's by-the-Sea is to be a beacon of God's truth and love through the richness of traditional Anglican worship, in the equipping of saints to bear witness to Christ wherever they may be, and by sharing in Christ's work of reconciliation and healing in the world.

Spiritual Responsibilities

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. It is expected that all employees respect doctrine and religious practices.

Position Overview

St. Michael's Ministry Leader that directs worship, discipleship, community and mission for children birth - 6th Grade.

DUTIES AND RESPONSIBILITIES

Recruit, equip and support lay leaders for all aspects of Children's Ministry.

- Recruit Sunday School Teachers, Children's Chapel Leaders, Spiritual Trekking Leaders, and ECE volunteers
- Facilitate annual orientation for staff and volunteers
- Provide spiritual growth/devotional opportunities for staff and volunteers
- Provide curriculum supplementation

Monitor the coordination and maintenance of curriculum, equipment, and facilities related to any Children's Ministry needs.

- Provide leadership in the development and management of Children's Ministry budgets
- Communicate physical plant needs to Parish Administrator
- Order and prepare curriculum for Sunday School and First Holy Communion
- Replenish supplies

Work alongside the pastoral staff to help recruit, equip, and support lay leaders across the life of St. Michael's.

- Attend weekly staff meetings with a prepared Children's Ministry briefing
- Encourage Youth Sunday and Worship Team participation
- Encourage attendance at parish-wide special events

Maintain consistent and regular ‘internal’ and ‘external’ communication.

- Meet with Rector as needed
- Maintain communication with parents/caregivers and volunteers about all aspects of Children’s Ministry: email, Sunday announcements, social media updates, phone calls, text messages
- Submit articles/information for website updates, social media, and bulletins to the Media Team
- Process new member requests for information

Maintain a Children’s Ministry calendar of events and activities. Facilitate special events related to spiritual growth, character development, and fellowship.

- Create a liturgical year program calendar draft
- Submit *Event Planning Forms* for special events and activities
- Facilitate annual special events including:
Living Nativity, Easter Egg Hunt, Intergenerational Events, Spiritual Treks, Missions & Outreach, Vacation Bible School, First Holy Communion, Children’s Ministry Appreciation Sunday, Mount Hermon Family Camp (not a complete list)

Oversee the scheduling of Sunday morning Early Childhood Educators (ECEs). Work with pastoral staff and ministry leaders to provide childcare for events on an as-needed basis.

- Conduct interview and hiring process for paid ECEs with Clergy/Church Administrator
- Manage (in conjunction with Church Administrator) required background checks and proper diocesan training
- Oversee yearly review for paid ECEs
- Document (verbally, written) ECE expectations and accountability efforts
- Maintain procedures for Ministry Event childcare with Ministry Leaders

Partner with parents in the spiritual formation of their children. Provide pastoral care to children and their families.

- Pray for children and their families
- Provide pastoral care to children and their families
- Communicate pastoral needs to St. Michael’s Clergy
- Maintain sacramental records with Church Administrator/Clergy

Nurture one’s own spiritual formation and professional development through personal time for study, preparation, and Professional Development opportunities.

- Attend professional development/continuing education as budgeted
- Research and implement best practices
- Network with Children’s Ministry Directors (interdenominational)
- Maintain personal spiritual disciplines (prayer, Bible study, Eucharist, etc.)

BASIC RESPONSIBILITIES INCLUDE

- To be present where needed, ready for work, to recognize situations that require additional effort and discretion, to put in more time when necessary, to provide an example of punctuality.
- To participate in creating a productive, harmonious environment, promoting good morale, thoughtful communication, and cooperative teamwork.
- Tasks identified by the incumbent employee and/or assigned by the Rector.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position

For further information and a full job description please contact the Rev. Chris Craig-Jones at 760-908-2330 or at fr.chris@stmbts.org or Linda Mumford at 760-729-8381 or at linda@stmbts.org.

You can also submit interest using the [“Let’s Talk About It”](#) connect form.