

Episcopal Church of the Good Shepherd
Job Description
Children and Family Minister
Full-Time

Position Summary:

The faith formation of children is the shared responsibility and calling of the entire household of God. To that end, the Children and Family Minister shall support, educate, and empower the parish for this ministry. He/she will organize and manage the ministries to children of Good Shepherd by:

- identifying, inviting and facilitating the leadership of parishioners, including people with children and those without.
- facilitating and equipping volunteers to succeed in their ministry
- creating an atmosphere of joyful participation and growing trust and collaboration
- developing and maintaining administrative structures to support these programs

PROGRAMS:

The programs for Children and Family Minister are offered with a special focus on these six guiding principles:

- Faithful friendships
- Meaningful intergenerational relationship
- Engaging worship
- Service in the name of Jesus
- Christian fluency
- Family faith formation

Essential Functions:

The Children and Family Minister will be directly responsible for:

1. Overseeing the children's ministry (infant through 5th grade) of Good Shepherd Episcopal Church and directing the implementation of its mission and vision for the Nursery, Preschool Sunday School, and Elementary Sunday School.
2. Spiritually preparing the children of Good Shepherd Episcopal Church for challenges ahead in young adolescence and nurturing in those children a sense of clear Christian identity.

Major Duties and Responsibilities:

RELATIONSHIPS:

The first priority of the Children and Family Minister is to ensure that relationships are being built between the children's ministry volunteers, the children and the families of the church. One of the keys to an effective children's ministry will be adults involved in children's lives — establishing relationships with them, shepherding them and helping

them develop their own relationships with Jesus Christ and with other children and adults at Good Shepherd Episcopal Church.

Result #1: The Children and Family Minister knows 70% of the children and their parents in the family directory by name and prays for Good Shepherd Episcopal Church's children and families regularly.

Result #2: The Children and Family Minister is ensuring that all first-time visitors to children's events receive exceptional and timely follow up, so that all families who want to become a part of the Good Shepherd Episcopal Church children's ministry do so in a way that feels welcoming and natural to them.

Result #3 The Children and Family Minister works closely with the Director of Family Ministries, and the Youth and Family Minister, creating a collaborative and supportive team that works together to build up the whole body of Christ's Church.

Result #4: The Children and Family Minister provides a minimum of two annual parent enrichment events.

Result #5: The Children and Family Minister seeks to create a friendly and inclusive culture within all programs which fosters mutual respect and fellowship among the children of Good Shepherd and inspires adults to view their service as a ministry of joy.

Result #6: The Children and Family Minister advocates for children in the context of the whole church community of Good Shepherd Episcopal Church, continually bringing to the forefront those issues that are important to the spiritual nurture of children. The children's ministry is being represented at church leadership meetings and the Children and Family Minister is serving as a liaison between the church leadership, volunteers and parents.

RECRUITING and SUPERVISION:

The Children and Family Minister coordinates and supervises and meets with all hands-on children's volunteers regularly to ensure that the efforts of all children's volunteers and staff members are coordinated to maximize their effectiveness.

Result #7: The recruitment of teachers, leaders, event coordinators and chaperones begins at least a semester before their service and training is offered at least one month in advance of service. All volunteers are equipped with a job description and a clear understanding of their roles and responsibilities.

Result #8: Ongoing trainings are being provided for all volunteers including large group gatherings and "on-the-go" training times.

Result #9: The Children and Family Minister ensures that all adults involved in the children's ministry programs have gone through the appropriate channels for serving as a

volunteer (such as background checks) and that all adults are engaging in safe church practices.

Result #10: The Children and Family Minister remains current on trends, teaching methods, materials, and children's ministry techniques and implements them as deemed appropriate.

Result #11: Regular evaluations to determine the strengths and weaknesses of the programs are occurring on a semi-annual basis, providing opportunities to improve the programs.

Result #12: The weekly programs of the children's ministry (i.e., Sunday School) are growing in participation, enthusiasm, and excellence. All children's programs have a winsomely Christian atmosphere, with the Children and Family Minister setting a tone of joyful enthusiasm at each of these events.

Result #13: Special events for children supplement the overall children's ministry, are well-attended, and continue to nurture the spiritual growth of the children of Good Shepherd Episcopal Church.

Result #14: Attendance tracking procedures are in place maintaining accurate attendance at all children's ministry events/programs.

Result #15: Oversight and preparation of the Children's Ministry budget is taking place in a timely manner, maintaining a balanced budget. Events and programs have detailed budgets that allow for maximum transparency and buy-in from volunteer leaders.

Result #16: All programs and activities are communicated to children, parents, and the parish at large through a variety of media in a timely fashion with the approval and collaboration of the Director of Communication.

Result #17: The administration of programs is supported by the creation and maintenance of a volunteer application process, event notebooks, volunteer job descriptions, etc., that allow replicable and consistent programming and genuine shared leadership.

Job Relationships:

A. Reports to the Director of Family Ministries and serves as a member of the Family Ministries Team.

B. Workers Supervised:

Provides programmatic oversight and training to nursery staff.

