

## Children's Ministry Coordinator

Rev: June 25, 2014

### Position

The Children's Ministry Coordinator (CMC) oversees all aspects of ministry to the children of St. Alban's Episcopal Church, and reports solely to the Rector of the parish. The CMC seeks, by the power of the Holy Spirit, to "plant and water" (1 Corinthians 3:6) the seeds of Christian faith in the children of St. Alban's, that they would grow into a lifetime of Christian discipleship rooted and grounded in the gracious Gospel of Jesus Christ (Colossians 2:7, Ephesians 3:17). This is done through Sunday School classes, Children's Chapel, Vacation Bible School, and other activities.

This is a part-time position of 20 hours per week, and thus does not include medical or dental benefits. Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program (both *Safeguarding God's Children* and *Safeguarding God's People*).

### Duties

- **Children's Sunday School:** oversight of ministry; plan curricula, train teachers, organize and schedule volunteers, make sure materials are ready, coordinate schedule for teachers, snacks, etc.; promote events.
- **Children's Chapel:** oversight of ministry; personally lead Children's Chapel every Sunday during 10am service, organize and schedule additional volunteers, ensure materials are ready, ensure an attractive, clean, child-friendly worship space. Ensure orderly dismissal from (and return to) worship.
- **Nursery:** Ensure appropriate staffing, security, and resources for nursery. Handle scheduling of nursery workers for all events for which nursery will be available. Ensure nursery staff are CPR-trained. Ensure that sign-in is efficient, clear, and enforced. Ensure room is clean, inviting, and stocked with supplies each Sunday.
- **Volunteers:** Recruit and train volunteers for all children's ministries. Work with Safeguarding coordinators to ensure certification of all volunteers.
- **Vacation Bible School:** Plan and run an annual weeklong summer VBS. Recruit volunteers or hire part-time staff to ensure sufficient personnel. Goal to have first VBS in summer 2015. VBS's goal is to serve as both as an event for existing church families (for fellowship and spiritual growth and fun), and as an evangelistic outreach to our neighborhood.
- Other duties and responsibilities as assigned by the Rector.

## Qualifications

- Vibrant personal faith in Christ, and commitment to the mission of St. Alban's (to be a family of God welcoming everyone home).
- Belief the Old and New Testaments of the Bible as God's Word written, containing all things necessary for salvation; Agreement with the statement of faith found in the Nicene and Apostle's Creed.
- A commitment to ensuring that our children's ministry will be a place where children will feel safe & loved, will have fun, and will grow deeper in their own knowledge of and love for Christ.
- A commitment to excellence and professionalism.
- Bachelor's degree or higher. Experience with children and Christian education. Collaborative team player. Skilled in time management and ability to delegate. Comfortable with using email, phone, web and social media to communicate about and promote ministries and events. Can identify, recruit, manage, and encourage volunteers.
- Episcopalian strongly preferred. If non-Episcopalian, must be supportive of Episcopal tradition and worship.

Applicants should send résumé and cover letter to:

St. Alban's Episcopal Church  
Attn: The Rev. Aaron M. G. Zimmerman  
305 North 30<sup>th</sup> Street, Waco, TX 76710  
Or: [aaron@stalbanswaco.org](mailto:aaron@stalbanswaco.org)