

## **Children's Minister/Early Childhood Learning Program Director**

St. Thomas' Episcopal Church is looking for an experienced, qualified, and enthusiastic Director of Children's Ministries and Early Childhood Learning Program Director. The qualified candidate will, under the direction of the rector, direct the parish's children's ministries as well as direct the parish's daily preschool.

St. Thomas' Episcopal Church is a traditional parish church in the Meyerland neighborhood of Houston, Texas. We use the 1928 Book of Common Prayer and the 1940 Hymnal in our liturgy. This Fall, we are undertaking a new Children's Education initiative which includes Sunday School and catechesis for children age 4 through 6<sup>th</sup> Grade. Volunteers will teach Sunday School while the clergy will teach catechesis for Grades 2-6.

St. Thomas' Early Childhood Learning Program (ECLP) is a daily preschool designed for children 24 months through 4 years of age. It began in 2009 as an outreach of Saint Thomas' Episcopal Church and was an instant success because of its carefully structured and nurturing environment. The preschool is also a feeder to our largest ministry, St. Thomas' Episcopal School, a K-12 day school with approximately 650 students.

### **Duties**

- Lead and grow parish children's ministry
  - Lead implementation of rector's Children's Christian Education program, especially Sunday morning programming
  - Recruit, train, and maintain volunteers
  - Organize and lead other events such as Santa Claus visit, Easter Egg hunt, Fourth of July games
  - Help rector follow up with young families
- Lead and grow preschool
  - Two years-old to four years-old
  - Recruit, train, and keep teachers
  - Maintain curriculum
  - Keep program compliant with state regulations
  - Work with School Headmaster and Lower School Head in facilitating transition into School kindergarten

### **Education**

- Related Bachelor's Degree (Early Childhood Education preferred)
- State Director's License (for Preschools)

### **Experience**

- 3+ years of strong management experience within a school environment
- Ability to lead, develop, and inspire a team
- Solid understanding of state licensing standards

- Budget and financial accountability with revenue-generation experience preferred

#### Requirements

- Must love children and families
- Must meet state specific guidelines for the role
- Strong organizational skills and the ability to manage time effectively
- Ability to participate with the Children's Ministry on Sunday mornings (there is a strong preference for the qualified candidate to become a member of St. Thomas' Episcopal Church)
- Demonstrated abilities in customer service
- Demonstrated abilities in relationship-building with families and staff
- Good communication skills
- Must be able to manage paid employees and volunteers
- Ability to excel in a competitive market environment
- Strong computer skills
- Must be physically able to use a computer, lift a minimum of 40 pounds, and work indoors or outdoors as needed

Please e-mail your resume to (The Rev'd) David Browder at [browder.david@stes.org](mailto:browder.david@stes.org)