

## **Job Description – Director of Children’s Ministries**

The Grace Episcopal Cathedral Director of Children’s Ministries plays a key role in the pursuit of the mission of our parish. At Grace Cathedral, we strive to provide and promote a wide range of Christian Education opportunities. The Director of Children’s Ministries reports to the Dean and works in coordination with persons who lead and/or mentor Christian education programs at Grace. The Director seeks to continue bringing new energy and ideas to the following:

- A fun, safe child care program during services and special events for infants to children 5 years old including proper supervision by those with proper safety and first aid training.
- Creative, dynamic, age-appropriate Sunday school activities for children in Kindergarten through 5th grade.
- Meaningful youth programs, including fellowship, worship, and service opportunities for children in 6<sup>th</sup> grade thru High School.
- Training of parish members for teaching Sunday school and leading Christian Education for the church youth.

### **Job Description**

- Works with church leaders to set goals, determine priorities, establish programs, and coordinate calendar.
- Oversees Children and Youth Ministries in order to facilitate a coordinated implementation in curriculum, programs and special events
- Provides leadership to the educational ministry of the church, including identifying gifts of leaders and promoting their involvement in Sunday School and Youth activities.
- Develops Sunday school in conjunction with the Dean.
- Empowers parents and/or caretakers to be involved with the faith development of their children through phone calls, e-mails, meetings and/or other forms of communication.
- Recruits teachers and assistants for Sunday school
- Participates in regularly scheduled Church Staff meetings

- Stays informed about trends, methods, and materials related to religious education
- Provide engaging Vacation Bible School curriculum, facilitating the implementation of the curriculum, overseeing the budget and procuring supplies for VBS.
- Updates bulletins, newsletters, and all other communications about the activities of the Christian Education Ministry.
- Provides staff leadership for the Christian Ministry of the church, ensuring that the ministry is in alignment with the church's vision statement.
- Develop an annual program of classes and other programs for Christian Education and Ministry to meet the many needs of the children of Grace Cathedral.
- Advertise, publicize, and coordinate programs within our community ensuring that the necessary materials are on-hand, and that program leaders are equipped and prepared.
- Incubate long-term ideas that will encourage an increase in attendance in Sunday school and youth Christian Education programs.

### **Qualifications**

- A commitment to Christ and a calling to Christian education
- A college degree or in process of completion with experience in Christian education leadership roles is preferred. Appropriate experience of 5 years may be accepted in lieu of a degree.
- Strong oral and written communication skills, including active listening
- Demonstrate support for and commitment to the mission of Grace Episcopal Cathedral
- Participate in church-wide activities and events beyond one's ministry area for support and visibility.
- A goal-oriented individual, comfortable with taking the initiative on projects.

## **Personal Characteristics and Skills**

The Director shall be a committed Christian who demonstrates an active faith life and a personal relationship with Jesus Christ. The Director should demonstrate enthusiasm for Christian Education and Formation and have an in-depth knowledge of the Bible and the Episcopal Faith. Advanced study and training in Christian Education is desirable and strongly encouraged to be on-going.

## **Essential Functions**

- o Be passionate about the faith formation of children
- o Demonstrate support for and commitment to the Core Purpose of Grace Cathedral
- o Display a positive work ethic, be self-motivated and a team player, and have strong interpersonal skills, demonstrating an ability to work harmoniously and enthusiastically with both children and adults.
- o Be action-oriented and comfortable taking the initiative
- o Maintain a commitment to staying current in the field of Christian Education and value Continuing Education
- o Be willing to participate in church-wide activities and events beyond one's ministry area for support and visibility.

## **Additional Skill Requirements**

- o Leadership and Team Building
- o Organizational and Administrative ability
- o Program Planning and Execution
- o Cost and Schedule Management
- o Oral and Written Communication Skills
- o Curriculum Evaluation and Development aptitude

## **Additional Position details**

Part-time, hourly position averaging 20 hours per week for a calendar year includes most Sunday mornings. Attendance at regularly scheduled staff meetings during the program year is expected. Summer hours are determined by staff meetings, events, and communications only as necessary. Work hours are not to exceed more than an average of 20 hours per week for the calendar year.

Interested candidates should email or mail a resume with references by July 27, 2018 to:

Grace Episcopal Cathedral  
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701 SW 8th St.  
Topeka, KS 66603  
[info@gracecathedraltopeka.org](mailto:info@gracecathedraltopeka.org)