

Director of Children's and Family Ministries

St. Thomas' is a vibrant church community in Owings Mills, Maryland. Each Sunday more than 200 people from varied walks of life and religious backgrounds gather together to worship and celebrate. We are on a journey together toward faith in God through Jesus Christ and we invite you to join with us.

Children and families are an important part of our community. We have weekly Sunday School offerings, and strong children's ministry traditions and activities including our intergenerational Outreach Extravaganza, and an annual Christmas pageant. And a new parish preschool opens in the fall of 2018! We seek a faithful, vibrant, and skilled Director of Children's and Family Ministries to partner with clergy, lay leadership and families to build a more robust ministry with children and families so that they may grow in relationship with Christ, and be empowered in service to the Church and the world.

Job Description

Volunteer and Staff Support/Education:

- ✘ Working with clergy, and lay leadership, the director will lead a robust volunteer recruiting process to invite parishioners into ministry with children, so that all weekly volunteer positions for children's ministries for the following program year are filled at least two months in advance.
- ✘ Will ensure that all children's ministry volunteers receive excellent training for their ministries, and feel confident in their roles. This includes an annual August training for Sunday School teachers and regular training events/communications throughout the program year.
- ✘ Will provide regular ongoing coaching and support for Sunday School teachers.
- ✘ Teams with the office staff, parents and volunteers to ensure that Sunday School teachers, and children's ministry volunteers receive excellent administrative and logistical support, necessary supplies, and that all ministry events are well communicated to parents and families.
- ✘ Recruits, trains, and supervises nursery care staff, and works with facilities staff to ensure proper maintenance that results in a caring, safe and nurturing environment for St. Thomas's youngest parishioners.
- ✘ Working with the Outreach Committee, and Paul's Place camp director, recruits, trains and supports youth in their ministry with Paul's Place Camp children each summer.
- ✘ Facilitates a safe environment for children and volunteers by ensuring that all children's ministries and programs are in compliance with diocesan and parish safe church policies, and best practices for ministry with young people.

Children, and Family Ministry Events

- ✘ Serves as primary staff contact and director of St. Thomas' Sunday School and nursery ministries.
- ✘ Provides oversight and coordinates, trains, and supports parents and volunteers in the implementation of special parish events involving children and families including Kick-off Sunday, the annual Christmas pageant, Intergenerational outreach activities, Spring Celebration and Summer Children's Activities.
- ✘ Will serve as a primary ambassador for Saint Thomas' children and family ministries to the new Brown Memorial at St. Thomas' Preschool.

Pastoral Ministry with Children, and Families

- ✘ Teams with the Assistant to the Rector to ensure that children, and families receive timely, caring pastoral support.
- ✘ Teams with the Assistant to the Rector to build relationships with children, and families, through regular contacts, visits, and maintaining a presence in the wider community.
- ✘ Will contact St. Thomas' families with children inactive in Sunday School, to warmly invite them to participate in children's ministries.
- ✘ Will make timely contact with families of children whose attendance at children's ministries has waned to pastorally check-in and joyfully invite to return to active participation.
- ✘ Provides materials and education events that empower parents to take an active role in the faith formation of their children.

Professional/Staff Responsibilities

- ✘ Attends parish staff meetings
- ✘ Meets regularly with the Assistant to the Rector
- ✘ Participates in Continuing Education annually
- ✘ Maintains an active life of faith

Qualifications

Bachelor's Degree

Successful experience in children's ministry. (Paid staff or volunteer)

Enthusiastic relationship builder. (Active, joyful presence at church worship, events and fellowship activities. Comfortable making contacts with families and parents via phone, e-mail, and in-person meetings.)

Confident public speaker. (Making announcements at Sunday morning services, leading events and training sessions etc.)

Contact

Please submit a cover letter and resume to The Rev. Nathan Erdman, Assistant to the Rector
naerdman@stthomaschurch.us