



St. James's Episcopal Church

Director of Children's Ministry

www.stjamesrva.org

Position: Director of Children's Ministry

Classification: full-time, exempt

Compensation: Starting at \$75,000, commensurate with experience

Expected schedule: 40 hours/week; Sunday through Thursday, including Wednesday evenings and other events during the program year

Reports to: Rector

St. James's Episcopal Church in Richmond, Virginia, is seeking a full-time (40 hours a week) Director of Children's Ministry. St. James's is a vibrant, urban church in the heart of Richmond, Virginia. While our building is historic, the spirit inside our walls is alive and attentive to all God is up to in our midst – an abundance of intergenerational opportunities to form disciples of Jesus. The Director of Children's Ministry will oversee the nurture and formation of children from birth through fifth grade and will be proactive in visioning with the Rector, staff, and lay leaders to deepen and expand a vibrant ministry that integrates the formation of the whole child into the Body of Christ, and life of the family.

The ideal candidate will be a faithful, practicing Christian who has a passion for the formation of children and families, and a palpable excitement for creativity, growth, and engagement with the local community. The ideal candidate should also have a collaborative spirit and be comfortable working as part of a large staff. Prior experience in children's ministry is desired. A strong familiarity with the Episcopal tradition is preferred. The Director of Children's Ministry will report directly to the Rector and work closely with the Director of Youth Ministry and other clergy and staff. The Director of Children's Ministries will have responsibilities in the following key areas.

Visioning and Strategizing

- Inspire families to know and love Christ by articulating learning goals for comprehensive faith formation of all children in the parish from birth through fifth grade, including formation of those who serve in a care-taking role
- Communicate a clear vision for the care and nurture of children and families through organized and thoughtful planning

Formation

Sunday School

- Recruit, train, and supervise volunteer teachers for Sunday School classes serving ages three through fourth grade in appropriate age cohorts
- Implement and recruit leaders for formation opportunities for children and parents, from birth to age three



- Communicate in a proactive and timely fashion the program year schedule and dates of special events to teachers, volunteers, parents, and potential families outside the parish

Children's Chapel

- In conjunction with the Children's Ministry Committee, plan and facilitate Children's Chapel (age three through third grade), for weekly 10 AM worship, developing a creative but reliable structure that can accommodate varying numbers of children and effectively utilize the gifts of volunteers.
- Recruit, train, and schedule volunteers.

Baptismal & Eucharist Education

- Field all baptism inquiries and, in consultation with clergy, create a schedule of baptisms for the year.
- Facilitate pastoral connections between families seeking baptism with clergy and lay leaders charged with welcoming newcomers to the parish.
- Provide age appropriate opportunities to engage with the Holy Eucharist and other sacraments by organizing special educational sessions with the clergy.

Special Events

- Collaborate with leaders to ensure all parish wide events are thoughtfully inclusive of families with children.
- Encourage fellowship and community by empowering lay leaders to host monthly Young Family Socials for families with children at home.

Relationship Building & Outreach

- Provide pastoral care for families and children within the parish, connecting them with clergy and parishioners and helping them become integrated into parish life
- Promote the children's ministry as a means of hospitality and evangelism
- Create a regular and sustainable mechanism for feedback from parents.
- Create a safe and welcoming environment for all families by regularly assessing parish facilities and events for family-friendliness

Administration & Communications

- Work closely with the Director of Communications to produce materials for the e-newsletter, parish announcements, and monthly newsletters
- Ensure that all volunteers are appropriately safe-guarding trained and records are accurately maintained
- Supervise a paid Nursery Care Coordinator, who schedules nursery workers, ensures that all nursery workers complete Safe Church and CPR training, and assists the Financial Secretary in processing nursery workers' payroll
- Maintain accurate data on attendance and other statistics to assist in the preparation of the annual parochial report



- Manage volunteers to assist with the Sunday kiosk, which contains children's materials for use during Sunday services and ensure that the kiosk is regularly updated and well-stocked

Benefits and Compensation

- Salary: Starting at \$75,000, commensurate with experience
- Life insurance (equal to your annual salary)
- Health and Dental Insurance
- Retirement contribution: 5% of your salary is automatically contributed into a 403(b) account, and St. James's will match any contribution you make, up to 4%
- Ten days annual paid vacation. After five years of service, you will receive an additional five days of vacation
- St. James's provides the following paid federal holidays and church days off: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; the Monday and Tuesday following Easter Sunday; Memorial Day; Juneteenth; Independence Day; Labor Day; Indigenous Peoples' Day; Veterans Day; Thanksgiving and the Friday following; the weekdays between Christmas and January 2nd. You may also take your birthday off.
- St. James's employs whole humans who live with families and in community. We operate with a high level of trust and commitment. Staff members are expected to faithfully lead their area of ministry, in person whenever possible, and to ask for grace when exceptions are needed. In general, the program year is full of in-person commitments, and the summer months provide more space for reflecting and planning.
- To learn more about St. James's, visit www.stjamesrva.org.

To apply:

Please send a resume and cover letter to The Rev. Kyle Babin, kbabin@stjamesrva.org. The position will remain open until filled.