

DIRECTOR OF CHILDREN'S MINISTRY (*Full-time*)

Rev: April 25, 2025

POSITION

- The Director of Children's Ministry (DCM) oversees ministry programming for St. Alban's children (newborns up to fifth grade).
- Ministry Vision: The DCM, empowered by the Holy Spirit and with a team of committed volunteer and staff leaders, is to "plant and water" (1 Corinthians 3:6) the seeds of Christian faith in the children of St. Alban's. We prayerfully envision these planted seeds growing into a lifetime of Christian discipleship rooted and grounded in the Gospel of Jesus Christ (Colossians 2:7, Ephesians 3:17). St. Alban's Children's Ministry seeks to create a place where children love to be: an environment where children are welcomed and respected, characterized by joy, fun, playfulness, empathy, spiritual vitality, and age-appropriate formation rooted in the Gospel of grace.
- Main Programs:
 - Children's Ministry: Nursery, Sunday School classes (10:15 AM), Children's Chapel (9:00/9:10 and 11:15 AM), Vacation Bible Camp, Easter Egg Hunt, Fall Festival (Trunk or Treat), Palm Cross Making, and other activities.
- The DCM reports to the Associate Rector, who works with the Rector to implement the overall vision for the church.
- 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).

HOURS

- This is a full-time salaried position.
- Church office hours are 8:30am-4:30pm, Monday through Friday. The DCM sets own weekly work hours during parish business hours. Must be present on Sundays from 8:30 AM until 12:45 PM. This is to ensure Children's Chapel runs smoothly and to be on hand to meet parents and children.
- The DCM shall select one weekday to serve as a day off.

RESPONSIBILITIES

- **Children's Sunday School:** evaluate and select curricula that align with St. Alban's mission and values, train, organize, and schedule teachers, make sure materials are ready and in classrooms each Sunday.
- **Children's Chapel:** Lead (and equip volunteers to lead) Children's Chapel every Sunday during 9:00, 9:10, and 11:15 AM services; give (or arrange for a volunteer to give) a children's sermon; organize and schedule lesson and liturgy plans; communicate weekly lesson to clergy;

ensure materials are ready; ensure an attractive, clean, child-friendly worship space; and ensure timely and orderly dismissal and return to worship. The DCM often will need to coordinate with clergy regarding any changes in the liturgy that affect when children are dismissed for and return from Children's Chapel.

- **Special Children's Classes:** With clergy collaboration, offer at least one annual "Come to the Table" Communion class (typically for children in 3rd grade). Help refer baptismal candidates and their families to appropriate clergy for instruction and scheduling of baptisms.
- **Nursery:** Ensure appropriate staffing, security, and resources for nursery. Evaluate, hire, and train nursery workers as needed. Schedule 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:** Develop relationships with lay members of the parish to recruit and equip church members to lead various children's programming as Sunday School teachers and ministry assistants.
- **Safeguarding:** Ensure that all Children's Ministry staff and volunteers complete the diocesan-required Safeguarding training and certification, and that all Safe Church policies are followed by St. Alban's Children's Ministry.
- **Council of Advisors:** St. Alban's embraces a collaborative ministry. The DCM invites four to ten members of the parish to serve on a council of advisors which has had various names in the past: "Kids Council" or "Parent Committee." Council members are parents of St. Alban's children. They are supporters and allies of the ministry and provide a helpful sounding board to the DCM. The Council meets as needed at the direction of the DMC but must have at least one meeting per year.
- **Vacation Bible Camp:** Plan and run an annual weeklong summer VBC for approximately 100 children. Recruit a team of volunteer leaders to plan and run VBC. May hire part-time staff to ensure sufficient personnel. VBC's goal is to serve as both an event for existing church families (for fellowship and spiritual growth and fun), and as an outreach to our community.
- **Easter Egg Hunt / Fall Festival (or Trunk or Treat):** Coordinate seasonal children's events for parish and greater Waco community.
- **Christmas Eve Service:** Coordinate with clergy and staff a child/family-friendly worship experience on Christmas Eve, typically at our 3:00 PM services in the Church and Parish Hall.
- **Wednesday Night Activities:** For parish-wide events like Lenten and Advent dinner series, provide nursery care and a children's program (e.g., Godly Play) to run at the same time as the adult program.
- **Ministry Communication:** Via written articles in church newsletter, occasional in-person updates at vestry meetings, weekly Children's Ministry email, and content in weekly parish emails. Coordinate with St. Alban's Director of Communications & Technology and Director of Digital Ministry to publicize events and ministry highlights via weekly bulletins and social media.
- **Finances:** Monitor Children's Ministry expenses to ensure expenditures remain within budget. Submit ministry-related receipts in a timely manner. Collaborate with Director of Finance and Operations to endure solid financial management of Children's Ministry.
- Other duties and responsibilities as assigned.

BENEFITS

- Three weeks paid time off (PTO) annually (including three Sundays). After five years in this position, employee is entitled to four weeks PTO.
- Eligible for the Lay Pension Program administered by the Church Pension Fund at start of employment. Church will match employee contributions up to maximum allowed for participating employees.
- Medical, dental, and vision benefits per Diocese of Texas policy.
- Annual budget of \$1,500 for continuing education. One week of time off for continuing education activities, including one Sunday (in addition to the three Sundays of PTO).
- Maternity Leave: A minimum of six weeks and a maximum of twelve weeks of maternity leave through the Short-Term Disability policy with no waiting period. Actual length of leave determined in conversation with the Rector.
- Paternity Leave: Three weeks of paternity leave with full pay for a birth or adoption of a child. Actual length of leave determined in conversation with the Rector.

QUALIFICATIONS

- Vibrant personal faith in Christ and commitment to the mission of St. Alban's: proclaiming to all, in word and deed, the grace of God in Jesus Christ
- 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 creating a children's youth ministry that is fun, safe, and Christ-filled.
- A commitment to excellence and professionalism.
- Excellent written and verbal communication skills, ensuring all ministry-related communications are frequent, timely, clear, and thorough.
- 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 volunteer teachers and leaders.
- The Episcopal Diocese of Texas requires that the person in this role be a confirmed Episcopalian. Special exceptions may be made with the approval of the bishop. Non-Episcopalian applicants must be supportive of Episcopal tradition and worship.

Applicants should send résumé and cover letter to:

St. Alban's Episcopal Church
Attn: The Rev. Dr. Andrew Armond
2900 West Waco Drive
Waco, TX 76710
Or: andrew@stalbanswaco.org