

Posted: May 9, 2008

Please respond to:

The Parish of the Epiphany
The Reverend Robert Trache, Rector
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**Director of Children's Ministry
The Parish of the Epiphany**

The Parish of the Epiphany is a large, family-based Episcopal parish in the town of Winchester near Boston. The Director of Children's Ministry is a full or part-time staff position primarily responsible for the Christian education and spiritual formation of the children in the parish. The Director of Children's Ministry serves as an advocate for children in the parish and supports families as they seek to deepen their lives of faith. Candidates may be lay or ordained.

The Director of Children's Ministry is expected to design, plan and implement the children's Christian education program. This individual is also responsible for the weekly Children's Chapel, and for developing special children's educational programs, including communion instruction, intergenerational events, Vacation Bible School, and special children's liturgies such as those for Christmas and Holy Week. The Director of Children's Ministry will recruit and train teachers, chapel leaders and other volunteers, and schedule and coordinate childcare on Sunday mornings and additionally as needed. This person is expected to develop supporting activities and intergenerational events that are welcoming to families with children and benefit the communal life of the parish.

The Director of Children's Ministry should be a person of prayer who feels called specifically to exercise a ministry with children and families focusing on Christian education and spiritual formation in a parish setting. Education and experience in the area of Christian education is necessary as are strong communication and interpersonal skills, and good organizational and administrative abilities. A working knowledge of popular curricula being used in the Episcopal Church, including familiarity with Godly Play and Journey to Adulthood, is highly preferred. Life experience, education and theological training will all be considered. Finalists will be invited to visit with the Rector and the search committee.

The Director of Children's Ministry is directly accountable to the Rector. The Rector and staff endeavor to work in a prayerful, collegial and mutually supportive manner, and this individual can expect the Rector and staff to provide appropriate support as needed. Interested candidates should forward a resume and a narrative of not more than 500 words supporting a calling to this ministry to the Reverend Robert Trache at the above

address.

Director of Children's Ministry

The Director of Children's Ministry works with and is supported by the Children's Ministry Committee. Their mutual goal is to support and empower children in the parish to exercise their gifts and to participate fully in the life and ministry of the parish community.

General

- 1 Provide direction, oversight, and support to the Children's Ministry Committee
- 2 Make reports as needed to the Vestry concerning the needs, plans, and vision for the Children's Ministry programs
- 3 Develop and manage the budget for the Children's Ministry programs
- 4 Communicate goals and objectives of the Children's Ministry program to parents and the parish.

Education

- 1 Design, plan and implement the Sunday School program for children
- 2 Recruit, train and support teachers and other volunteers (office staff, parent helpers, child care workers) in their ministries with children
- 3 Select and regularly evaluate curricula and other materials used in classrooms
- 4 Provide supplementary materials and suggestions to teachers
- 5 Plan special programs to integrate Sunday School lessons with those of the larger Epiphany community as appropriate (e.g., outreach projects, unique events such as the Centennial, etc.)
- 6 Ensure that parent helpers are provided as needed
- 7 Communicate with parents about the Sunday School program, through newsletters, etc.
- 8 Stock and maintain the Christian education resource center
- 9 Plan Rally Day in September to kick off the church school year
- 10 Maintain attendance records
- 11 Work with Adult Education Committee and staff to plan occasional intergenerational programs (e.g., advent wreath making)
- 12 Coordinate with staff member responsible for middle and high school curriculum
- 13 Recruit directors for annual summer Vacation Bible School. Provide help and support to directors in planning and carrying out the program.
- 14 Provide educational and pastoral support to parents, particularly regarding the spiritual care and nurture of their children

Worship

- 1 Plan weekly Children's Chapel. Recruit and train teachers, provide curriculum and other materials as needed. Lead a number of chapel services, and be a presence at others. Greet families as they come to chapel. Set and maintain standards of behavior for children during chapel service.
- 2 Plan and lead, as appropriate, special children's liturgies which currently include Christmas Eve, Ash Wednesday and Good Friday services.
- 3 Help plan and direct Christmas pageant.
- 4 Prepare special programs such as Communion preparation class for first and second graders.
- 5 Support and coordinate with Minister of Music to incorporate music into the worship life of the children.

Childcare

- 1 Ensure that quality childcare is provided for infants and toddlers during Sunday services and otherwise as needed. Hire and supervise childcare staff.
- 2 Ensure that program for three-year-olds during church service is in place and operating

consistently.