

Director of Children's Ministries

Trinity Church, Copley Square, Boston, MA

Trinity Church is a vibrant and forward-looking Episcopal Church on Copley Square in Boston's thriving Back Bay neighborhood. The parish is searching for a full-time Director of Children's Ministries to continue building our vital program of ministry to and with the children of the parish. The Director of Children's Ministries oversees and manages the Church School, the Nursery, and Family Worship. The position includes a competitive salary, benefits, and pension. The Director works closely and collaboratively with the Assistant Rector for Children's and Youth Ministries, and is supported by a team of dedicated teachers and parents, as well as the Children's Ministries Committee. The Director of Children's Ministries reports to and is supervised by the Senior Associate Rector for Christian Formation. If you are interested in this position, and feel yourself called to this work, please contact The Rev. Dr. William W. Rich, Senior Associate for Christian Formation at wrich@trinitychurchboston.org, or 617-536-0944 x305.

JOB RESPONSIBILITIES

Church School (5 years old through Fifth Grade)

- Recruit and support Church School teachers
- Oversee teaching teams for 7 classes
- Arrange training sessions
- Attention to space needs
- Set curriculum, schedule lessons, prepare materials
 - o Let the Children Come (Cherubs I & II)
 - o Godly Play (K – 3rd)
 - o I know My Bible (4th & 5th)
- Meet with teaching teams twice a year, phone monthly
- Write weekly teachers' letter
- Create flyers for Godly Play, Cherubs and Nursery
- Define the learning objectives and overarching goals of Trinity's Church School

Nursery (Six weeks old through four years of age)

- Arrange childcare for parish events
- Strengthen community among caregivers
- Involve nursery Parent's Liaison
- Attentive to security and safety issues
- Check general appearance of nursery weekly
- Attention to CORI, CPR and Safe Church Training
- Maintain rosters, allergies, class attendance sheets, teachers
- Timesheets for homilist and Nursery caregivers
- Reviews

- Maintain supplies for Nursery and Church School
- Meet with caregivers four times a year
- Oversee Nursery staff of 11 caregivers

Family Worship

- Recruit families to process bread and wine and recruit Advent wreath candle lighters
- Provide music for Children's Homilies
- Oversee Children's Homilist
- Give attention to family stewardship
- Pray for children and their parents
- Offer inclusion to families for Prayer lists
- Communicate with families during times of need; connect with Pastoral Care priest
- Insure that children learn our traditional prayers as well as liturgical pieces
- Oversee Christmas Pageant

Director and Assistant Director

Shared/Joint Responsibilities:

- Calendar planning
- Budget preparation
- Maintain families in database
- Creation of Children's Ministry Directory
- Prepare Children's Sunday bulletins
- Prepare seasonal bulletins
- Write weekly parents' letter
- Connect all family information with parish website, bulletins, TE & TN
- Overseeing Children's Ministries Committee
- Christmas Pageant and rehearsals (Youth)
- Planning of Family Weekend