

**St. Mark's Episcopal Church**  
**134 N. Division Avenue**  
**Grand Rapids, MI 49503**  
**616-456-1684**  
[www.stmarksgr.org](http://www.stmarksgr.org)

**Title:** Director of Children's Ministry  
**Reports To:** Rector  
**Supervises:** Volunteers, nursery staff  
**FLSA Status:** Exempt, part-time (approximately 18 hours per week)\*  
**Salary:** Starts at \$360 weekly  
**Date:** August 2021  
**Contact:** Pam Stevenson at [pams@stmarksgr.org](mailto:pams@stmarksgr.org)

**Function:**

The Director of Children's Ministry at St. Mark's Episcopal Church manages the ministry which serves St. Mark's children and their families through religious education and social activities. Program components include:

- Nursery/childcare on Sundays and for major meetings or church events
- Sunday Church School for children through 5th grade (during the 10:30 service)
- Occasional family programs held throughout the year (Christmas pageant, spring/summer park gatherings, garden days, Advent workshop, Shrove Tuesday party, Easter Egg hunt, etc.)

**Essential Duties:**

1. Teach Church School and lead children's events and activities.
2. Recruit, train, schedule and oversee all volunteers and paid nursery staff.
3. Research, choose, and organize curricula
4. Ensure Sunday school materials and children's spaces are ready for volunteers.
5. Curate spiritually engaging, age-appropriate materials for classrooms (books, toys, games, etc.).
6. Attend weekly staff meetings and assist other staff with projects that engage children and families.
7. Publicize program offerings through the use of presentations, social media, and email.
8. Manage the Children's Ministry budget.

**Contacts:**

Internal:

1. Frequent contact with volunteers/nursery staff for recruiting, delegating, coaching, and giving feedback.
2. Regular contact with the Director of Youth Ministry to develop synergies between offerings for children and youth.
3. Regular contact with the Rector, staff, and parish leaders to develop plans, strategies, and goals that will serve the Parish mission.

External

1. Frequent contact with children through 5<sup>th</sup> grade to educate and build relationships.
2. Occasional contact with parishioners and parents to inform them about special events and programs.

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3. Occasional contact with Diocesan Liaison to Children and Youth Ministries to exchange information about programs/concerns.

*\* In some months, the Director works fewer than 18 hours per week, but during peak seasons (especially the start of the program year, Advent and Lent), the Director will likely work more than 18 hours per week.*

**Standards of Performance:**

1. Acceptable score as measured by an annual Parental Satisfaction Survey
2. At least five annual children's events are well publicized and organized
3. All classrooms are satisfactorily staffed each Sunday
4. Attendance at children's programs remains steady or grows (unless parish demographics are changing)

**Scope of Authority**

1. Discretion over the Children's Ministry budget for expenditures less than \$500
2. Chooses and manages volunteers and nursery staff
3. Chooses curriculum, activities, materials, and classroom design

**Minimum Qualifications:**

1. Candidates must be Episcopalian or very knowledgeable in the liturgical tradition of the Church
2. At least two years of experience in teaching or formal childcare experience
3. Excellent writing and presentation skills
4. A demonstrated passion for children's religious/spiritual development.
5. Satisfactory completion of Safeguarding God's Children training, background check, and drug screening.
6. Available to work Sundays
7. Be at least 21 years of age.
8. Skilled in the appropriate use of social media and basic Microsoft and Google-based productivity tools.

**Preferred Qualifications**

1. Associate or Bachelor's degree in Education, Childhood Development, or related field
2. Skilled in the use of Google Sheets, Google Docs, and Google Forms

**Physical Requirements:**

1. Able to communicate in various types of public arenas.
2. Must be able to access different floors in the church buildings (the church is working to install an elevator, but until that is in place, stairs are required to access classrooms).