

Director of Children's Ministries

St. Andrew's Anglican Church, Lewis Center, OH
Position Description

Reports to: Rector
Updated: 4/24/2025

Status: Part-Time (approximately 10 hrs./wk.), Exempt

Summary

The Director of Children's Ministry is responsible for overseeing and leading all aspects of children's discipleship at St. Andrew's Anglican Church, creating a safe, engaging, and Christ-centered environment for children to grow in faith.

Responsibilities

Leadership and Vision

- Develop and implement a comprehensive vision for children's ministry at St. Andrew's Anglican Church, aligned with the mission and values of the congregation.
- Provide leadership and direction for all aspects of the children's ministry program, including Sunday School, special events, and other relevant activities.

Discipleship and Spiritual Formation

- Cultivate a culture of discipleship by introducing children to Jesus and guiding them in their early spiritual growth.
- Teach and facilitate Bible-based lessons, activities, and discussions that promote a deepening relationship with Christ.
- Plan and organize programs and events that encourage children to live out their faith.

Relationship Building

- Build strong relationships with children, parents, volunteers, and church staff, offering pastoral care and support as needed.
- Partner with parents and families, providing resources and encouragement for faith development at home.

Volunteer Recruitment and Training

- Recruit, train, and lead a team of volunteers to serve in children's ministry roles, such as Sunday School teachers, small group leaders, and event helpers.
- Provide ongoing training, support, and encouragement to volunteers to equip them for effective ministry with children.

Administration and Communication

- Maintain accurate records of program attendance, volunteer information, and necessary supplies.
- Communicate regularly with parents, volunteers, and church leadership through email, church bulletins, and other channels to keep them informed and engaged.

General Responsibilities

- Participate in staff meetings.
- Meet with the Rector monthly to celebrate successes in your areas of responsibility and address any challenges.
- Other duties as assigned.

Job Skills and Requirements

- A strong Christian faith and character, and a passionate relationship with God.
- A deep understanding of Anglican theology and practice.
- A bachelor's degree in theology, ministry, or a related field (preferred).
- Prior experience working in children's ministry, preferably in an Anglican or liturgical church context.
- Strong leadership and organizational skills, with the ability to plan, coordinate, and execute programs effectively.
- Excellent communication skills, both written and verbal, with the ability to relate to students, parents, and volunteers.
- Proficient in using technology and social media platforms for communication and program promotion.
- A team player who can collaborate with staff, volunteers, and church leadership to fulfill the mission of St. Andrews Anglican Church.
- Ability to recruit, coordinate, and coach volunteers.
- Be a self-starter, taking initiative, anticipating needs, and getting things done.
- Have a positive, collaborative, and Christ-centered attitude.
- Demonstrate a professional appearance and attitude.
- Be discreet with regard to confidential information.
- Regular timely attendance during stated or negotiated hours.
- Ability to communicate with staff and volunteers.

All lay employees at St. Andrew's Anglican Church must:

- Be (or become) an active member of St. Andrew's Anglican Church.
- Be committed to the Vision and Values of St. Andrew's Anglican Church.
- Give assent to the Fundamental Declarations of the ACNA (St. Andrew's statement of faith).
- Abide by the policies of the St. Andrew's Staff Handbook.
- Undergo a background check before employment and periodically thereafter in accordance with the St. Andrew's Staff Handbook and Policies.
- Go through sexual misconduct prevention training before employment.