



## **DIRECTOR OF CHILDREN'S MINISTRY**

### **Job Overview:**

The Director of children's ministry supports the vision of The Cathedral through teaching, resourcing, and encouraging children and families in the Gospel of Jesus Christ. This role primarily involves recruiting and training volunteers, curating teaching resources, and overseeing our nursery. The ideal candidate will be energetic and unshakable in developing this ministry and leading and encouraging its volunteers.

### **Church Overview:**

The Cathedral Church of St Luke and St Paul is a vibrant Anglican Church that seeks to be the heart of God in the heart of downtown Charleston, SC. We are a gospel-centered, missional, liturgical, multi-generational church whose mission field is the rapidly changing and post-Christian center of our region. We share our values of Common Prayer, Common Life, Common Grace, and Common Good and express them in community in the regular rhythms of our daily lives.

### **Roles and Responsibilities:**

- **Volunteer Management-**
  - Recruit, equip, and oversee volunteer leaders from all ages in the church to create safe and excellent ministry spaces.
- **Resource Development-**
  - Create and curate the best resources for teaching in the church and in the home to form our children in Christ.
- **Nursery Oversight-**
  - Oversee our nursery by hiring and managing paid staff, keeping watch over the upkeep of the facilities, and ensuring good and safe systems for Sunday mornings.
- **Family and Children Connectivity-**
  - Build relationships with parents and children via grassroots family gatherings and individual meetings outside of organized kids' activities.
  - Facilitate the integration of children into the wider ministries of the Cathedral as essential members of the Body.



### **Qualifications:**

- Demonstrate a strong Christian Faith and Gospel identity, and a desire to continue to grow as a disciple of Jesus Christ.
- Be aligned and enthusiastic about our mission and values.
- Be willing to lead in broader Cathedral contexts as a member of the Staff Team.
- Exhibit strong interpersonal and communication skills.
- Show/develop proficiency in Planning Center, Google suite, and MailChimp.
- Have a minimum of a Bachelor's degree or similar ministry experience.

### **Weekly Time Expectations:**

- Although this is a part-time, 20 hours/week, position, the successful candidate will be required to adapt his or her time commitment to the job. Some committees will meet in the evening, some projects will need to be undertaken on the weekends, and the candidate will be encouraged to worship at one of our Sunday services. However, this position does allow for great flexibility, and can be tailored to fit the right individual, including the ability to work from home part of the time.

### **Key Performance Indicators:**

- Fulfillment of roles and responsibilities.
- Build relationships and trust with parents.
- Children and families excited about being a part of this ministry.
- Healthy safety-minded, and Christ-centered volunteer teams composed of all ages & stages.

### **Salary, Status, Reporting, and Start Date:**

Salary: Based on experience and education.

Status: Part-time – 20 hours/week

Reporting: This position will report to the Canon/Associate Rector

Beginning Date: August 1, 2021

### **Application:**

Please forward your résumé with cover letter to [patrick@your-cathedral.org](mailto:patrick@your-cathedral.org).