

Congregational Church in South Glastonbury

JOB POSTING/JOB DESCRIPTION: DIRECTOR OF CHILDREN AND FAMILY MINISTRIES

Updated 11/17/19

The Congregational Church in South Glastonbury (South Church) has a job opening for a Director of Children and Family Ministries. We are seeking an individual who can develop, maintain and strengthen a dynamic and vibrant Children and Family Ministry at our Church. This individual is tasked with growing and developing the fundamental knowledge and experiences to build and support shared Christian values and our Congregation's own faith tradition within our children. This person will support and empower lay leadership and serve as a spiritual guide to children, youth and families. The successful candidate is energetic, joyful, faithful, innovative, and collaborative. Qualifications include a college degree in Education, Theology, or a related field or its functional equivalent in experience; enthusiasm for educational ministry; an understanding of childhood development and family systems; the ability to inspire others and build strong relationships quickly with Church School teachers, parents, children, other Ministry Teams and the congregation; interpersonal skills that engage children; and, a desire to have fun in working with children and youth.

The salary range is from \$30,000 to \$36,000 depending on skills and experience. Benefits include schedule flexibility, fewer hours in the summer, paid holidays and two weeks paid vacation after one year. Healthcare benefits are **not** provided.

If you are interested and qualified for the position, please respond by emailing your resume, salary requirements, and a cover letter outlining why you are interested and how your skills match the position requirements to CCSGJobOpenings@gmail.com. Equal Opportunity Employer.

SUMMARY

The Congregational Church in South Glastonbury is committed to a global mission that addresses the wholeness of individuals, families and communities. South Church is known in the community as a justice church. We take our Open and Affirming stance seriously, advocating for those who are denied access to civil rights, to decent shelter, to meaningful employment and equal opportunity. The role of the Director of Children and Family Ministries (DCFM) is essential to this mission because it is tasked with growing and developing the fundamental knowledge and experiences to build and support shared Christian values and our Congregation's own faith tradition within our children.

The Director of Children and Family Ministries administers, develops and coordinates programs of Christian nurture for children, youth and families in accordance with the goals, objectives and policies established by our by-laws. This is a part-time, salaried position. The Director embraces and promotes the ministry and mission of this congregation, as well as the covenant of the wider church, and serves as a spiritual guide to children, youth and families. The objective of this position is to develop, maintain, and strengthen a foundation for sustainable faith formation ministry for our children and families through effective programs and engagement.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Children and Family Ministries

- Manage and direct the Sunday morning YES Church School program (Youth Exploring Spirituality) that includes the Infant and Toddler Room through 8th grade. Responsible for developing, selecting and preparing curriculum, scheduling, and providing training/support to volunteers who teach and staff Church School programs.
- Develop, oversee and nurture vibrant YES Church School programs that teach the Bible and are child-centered, affirming, scriptural, multicultural, hands-on, and creative.
- Supervise and provide theological reflection to the SAY (or similar) program for 7th and 8th Graders (Sunday Afternoon Youth)
- Work with the Faith Formation Ministry Team (FFT) Team, volunteers, and staff in the planning and coordinating of special educational experiences including, but not limited to, children and family spiritual workshops, mission projects and church school worship services.
- Support and empower lay leadership and provide the spiritual leadership for one of the youth mission trips. This involves monthly meetings, planning and conducting the Advisor Retreat, participating in activities such as the Homeless Awareness Sleep-Out and various mission fundraising activities. The actual trip is a week of responsibilities including chaperoning work sites, planning/executing spiritual reflection activities, and fellowship with the youth.
- Vacation Bible School: Plan, advertise, coordinate and run the weeklong program. Other responsibilities include recruiting volunteers, obtaining materials, and communication with participants by phone, email and/or face-to-face meetings.
- Advocate for the inclusion of children and families as part of worship. Enhance the connection between children attending the YES program and parents/families attending worship.
- Operate as a strong visible inspiring member of our church community in all aspects of the position. In addition to South Church members and friends, reach out to the broader community to share information regarding educational opportunities and programs and leverage opportunities to collaborate.

Recruitment and lay leadership development

- Recruitment of lay leadership is an essential element of the Faith Formation Ministry Team (FFT) Team. In partnership with the Faith Formation Ministry Team (FFT) Team, the DCE organizes, manages and participates in the recruitment of lay leadership for staffing of educational programs.
- Work to ensure South Church Safe Practices Policy is implemented consistently and completely for all Christian education programs from infant/toddler through Grade 8 programs.

Administration

- In collaboration with other related ministry teams, recommend and administer operation and expense budget for the YES and SAY programs (infant/toddler through Grade 8).
- Supervise the Child Care Providers who work in the infant and toddler care room in accordance with the South Church Safe Practices Policy.
- Attend staff meetings, the Faith Formation Ministry Team (FFT) Team meetings, and other meetings as necessary.

Hours:

The position is for approximately 30 hours per week from August 1 through June 30.

Supervision:

- The Associate Minister is the supervisor of the Director of Children and Family Ministries.
- The Director oversees the Child Care Providers who work in the Infant and Toddler Room during our Sunday church service.

Performance Review:

- The Associate Minister is responsible for conducting the performance review of the Director annually with input from the Faith Formation Ministry Team (FFT) Team, YES/SAY Church School teachers/volunteers, parents and others as appropriate. Goal setting will be determined accordingly.

Background/preferred characteristics

- Loves working with children, youth, and families with concern for their nurture as disciples of Jesus Christ.
- Enthusiasm for educational ministry, an understanding of childhood development and family systems, and a desire to have fun in working with children and youth.
- A college degree in Education, Theology, or a related field or its functional equivalent in experience.
- Demonstrated experience working in educational ministry, teaching, administration, and/or supervision.
- Ability to inspire others and build strong relationships quickly with Church School teachers, parents, children, other Ministry Teams and the congregation.
- Ability to support, empower, facilitate, delegate and involve lay leadership.
- Creative thinker; willing to take initiative and try new things; not wed to a traditional model.
- Storytelling and other interpersonal skills that engage children (e.g., delivering “Words for Children” during church service).
- Experience in Microsoft Office applications. Experience with leveraging social media applications and the church website for the purposes of communication, energizing volunteerism and community involvement a plus.
- Position open to ordained and non-ordained candidates.