



SAINT PETER'S

ANGLICAN

POSITION DESCRIPTION

Title: Director of Children's Ministry

Time: 30 to 40 hours a week

Department: Family Life

Reports to: Assistant Pastor for Families and Youth

Effective Date: April 7, 2024, or as soon as possible thereafter

POSITION SUMMARY

Oversee St. Peter's work amongst children from birth to fifth grade, with the goal of bringing them to faith in Jesus Christ and into greater maturity as his disciples. Plan and facilitate Sunday morning children's activities. Recruit, develop, and direct a team of lay leaders as well as hire and oversee paid childcare workers and police officers for Sundays and other events. Lead and implement children's events and summer programs. Support special services and other church-wide events. As part of the Family Life Team, assist the Assistant Pastor for Families and Youth in achieving ministry objectives.

DUTIES AND RESPONSIBILITIES

Implement and support Family Life Team's ministry plans – Collaborate with the Assistant Pastor for Families and Youth in planning and carrying out children's ministry goals, both short and long term, to shepherd children and support their families. Build relationships with and pray with and for children and their families. Develop, evaluate, purchase and plan the curriculum that will be used on Sunday mornings and during other special church or children's ministry events. Curate toys and other children's ministry resources. Purchase snacks and supplies and update inventory. Enforce child protection policies and facilitate background checks for all leaders. Plan and provide communication to facilitate positive relationships with all key groups, which includes children, family members, vendors, venues, and other St. Peter's leadership teams. Help Assistant Pastor with budget tracking and financial management. Track ministry results, provide reports as requested, and perform other duties as assigned by the Assistant Pastor for Families and Youth.

Work with staff, lay leaders, children and parents – Designated champion for young children of St. Peter’s. Participate with the Family Life Team in weekly planning, bi-annual planning retreats, family events/programs, and other trainings and meetings as needed. Connect and develop relationships with parents. Communicate weekly with parents to enable them to build upon lessons and continue discipleship at home. Provide support to parents as their children grow, and spend time with parents outside of Sunday mornings. Lead child-protection training for lay leaders, staff, interns, and others in order to provide a safe place for children. Recruit, train, supervise, develop, recognize, schedule and pray for teams of lay leaders with skills needed to effectively minister to children. Follow up on applications and background checks for lay leaders. At times, supervise a seminary intern serving with children’s ministry.

Organize Special Events and Vacation Bible School– Plan and run special events as well as children’s ministry programming for special events in the life of the church. Type of events may vary in purpose and frequency, but responsibilities include planning, scheduling vendors, defining and filling leader needs, communication, onsite support, knowing and meeting legal or organizational requirements, interacting with participants, travel, clean-up, and follow-up actions. Schedule child care for special church services or programs. Partner with Assistant Pastor for Families and Youth in developing a Vacation Bible School or alternative summer event for children.

POSITION REQUIREMENTS

- A vibrant relationship with Jesus Christ and love for the Bible
- Very strong written and oral communication skills
- Very strong administrative skills
- Experience recruiting and managing a group of individuals
- Experience in children’s ministry or education
- A degree in children’s ministry, education, or a related field preferred, though not required •
A background in a liturgical tradition or an openness to embracing one
- The ability to work well on teams
- Technologically proficient: must be proficient with Microsoft Office, Google products (Gmail, Calendar, and Drive) and with the support of the St. Peter’s team, able to learn additional platforms for planning, communication, and data management.
- Satisfactory background check

ABOUT ST. PETER’S

St. Peter’s is a vibrant, growing, Gospel-centered congregation in Birmingham. We affirm our belief in historic Christianity as revealed in the Scriptures and summarized in the three Creeds (the Apostles, the Nicene, and the Athanasian) and the Thirty-Nine Articles. Learn more about our church family by visiting www.stpetersbhm.org.

To apply, please send your cover letter and resume to Sabrina Carpenter at sabrina@stpetersbhm.org