Saint Michael and All Angels
EPISCOPAL CHURCH

Director of Children and Family Ministry
(Birth – Grade 5)

Ministry: Children and Family
Ministry Title: Director of Children and Family Ministry
(Birth – Grade 5)
Mentored By: Associate for Formation
Fosters: CFM Administrative Assistant
(Shared with Youth Ministry)
Catechesis Coordinator (Part-Time)
Other Staff: Anchor Sunday School Teachers (6-12 teachers, 3-5 hours a week, who provide a constant voice and support for each classroom)

Job Description Overview:
• Children and Family Ministry staff hiring recommendations, mentoring and direction
• Work with volunteers and staff to create programs and events for children and families – including Sunday School, Mission and Outreach, Vacation Bible School, family fellowship, special events, worship, and others as requested
• Volunteer recruitment, support and guidance
• Provide pastoral care and guidance for children and families, collaborating with the pastoral care staff
• Worship leadership of weekly Children’s chapel and outside of traditional worship times (i.e. pajama prayers)
• Help plan parent education and formation
• Choose curriculum and other resources
• Collaborative work with youth ministry, adult formation, and other program staff
• Develop and maintain program budget
• Ensure that program and events are well promoted through website, bulletins, social media, print, and e-mail communications
• Develop small group ministry/midweek formation opportunities for children and families
• Advocate and mentor to Catechesis Coordinator, Administrative Assistant, and other staff and volunteers
• Advocate for children and families
• Work collaboratively with all SMAA and Saint Michael Episcopal School (SMES) staff to promote positive, healthy working relationships

Followers of Christ spreading God’s love.
Qualifications
• A vibrant Christian faith
• A commitment to excellence and professionalism
• Ability to identify, recruit, manage, and encourage volunteers
• Bachelor’s degree, experience with children’s Christian education
• Satisfactory completion of a background check and training in Safeguarding God’s Children program
• Episcopal identity preferred – If non-Episcopalian, must be supportive of Episcopal tradition and worship

Benefits
• Eligible for defined contribution pension plan at start of employment
• Medical, dental and vision benefits provided
• Two weeks of continuing education and funds provided for personal development

Send cover letter and resumé to:
Julia Giles
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Dallas, Texas 75225
– or –
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