



Church of the Holy Comforter

Vienna, Virginia

Position Description: Director of Children's Ministries

Summary

The **Director of Children's Ministries**, working in conjunction with the Director of Youth Ministries and Director of Childcare, is responsible for the coordination and development of all children's ministries within the parish for ages 3 to 12. The position will be considered a part-time position requiring 25 hours per week.

Primary Responsibilities

Sunday School:

1. Recruit, train, and inspire volunteer teachers for ages 3 to 12.
2. Evaluate, select and order curriculum materials.
3. Conduct and maintain registration and records, passing on the appropriate newcomer information to both the Parish Office and Newcomers' Committee.
4. Assign space to classes.
5. Prepare classrooms each summer for the start of Sunday School.
6. Oversee the Study of the Holy Eucharist program for first-grade students (work with teachers, schedule speakers and space, print certificates, etc.).
7. Conduct periodic teacher meetings and provide on-going communication with teachers via Teacher Notes, e-mail and individual conversations.
8. Communicate with teachers in each classroom weekly prior to Sunday to verify who is teaching, touch base on the lesson plan and any crafts, and offer support for the teacher volunteers.
9. Ensure that each Sunday, rooms are unlocked and ready for classes, snacks are distributed, teachers are present and adequately supplied, etc.
10. Be present during the Sunday school hour each week and check in with teachers in each classroom to offer support and help in any way.

Parish Fellowship and Events:

1. Welcome and help integrate families with children into the Sunday School

- and broader parish life (e.g. Mom's Group, Adult Formation etc.)
2. Schedule and organize monthly (Sept-May) Kid's Club for 3rd-6th grade children and their families.
 3. Collaborate with Youth Ministry, Childcare, and Adult Formation to organize established and new parish events, including, the Epiphany Pageant (Jan 6), Help the Homeless Mini-Walk (early Fall), "Pumpkin, Potluck and Prayer" (late Oct), All Saints' Day Costume Processional (early Nov), Wreath Making (early Dec), Gingerbread House Making (mid-Dec), and Living Crèche (Christmas Eve).
 4. Ensure that events are well communicated ahead of time through the church website, Bulletin, Facebook page, and email communication with families.
 5. Recruit volunteers and provide support where needed

Children's Chapel:

1. Provide for Children's Chapel at the 9 am and 11 am services during the school year.
2. Collaborate with clergy to recruit and train chapel leaders.
3. Provide resource materials.
4. Ensure that each Sunday, the chapel is set up before the 9 am service and put back in place after the 11 am service.

Additional Responsibilities

Shrine Mont:

1. Attend annual retreat.
2. Collaborate with Director of Childcare to organize and direct activities for children 3-12 years.
3. Recruit volunteers to help with activities.

Staff Duties and Guidance/Support for Internal Church Activities:

1. Attend weekly staff meetings and annual planning meetings.
2. Provide publicity for weekly e-news ("The Comfortable Word"), Sunday bulletin, and website.
3. Work with office staff to keep parish and event calendars current
4. Coordinate program development with Director of Youth Ministries, and

the Director of Childcare

5. As a participant of the church staff, join in supporting a collegial staff attitude; seek to build interdependence and mutual support among the staff as a whole.

Financial and Administration:

1. Submit annual budget to the Finance Committee.
2. Submit expenses; develop budget to actual comparisons and reconcile with the monthly budget reports.
3. Supply financial information to the ECW for budgetary purposes.
4. Order and maintain supplies for Sunday School and VBS.

Parish Liaison:

1. Provide reports to the Vestry as requested.
2. Establish and Chair a Children's Ministries Advisory Board.

Continuing Education:

1. Attend appropriate conferences.
2. Research and review resource materials pertinent to children's worship and Christian education.
3. Attend sexual abuse prevention training required by the Diocese of Virginia
4. Attend CPR and First Aid training

Please submit a resume and a letter of interest to: jobs@holycorforter.com