

**HOLY TRINITY EPISCOPAL CHURCH  
CLEMSON, SOUTH CAROLINA  
POSITION DESCRIPTION – Minister with Children and Families**

**Summary of Position**

The goal of Family Ministry at Holy Trinity is to guide, nurture and support families with children as they grow in their faith. The Minister with Children and Families will work with these specific populations to develop and execute programs that both engage our families and welcome guests and visitors. The position involves collaboration with clergy, staff, and the various associated committees, including a Family Ministry Team, Children's Education/Sunday School Team, and Sunday Children's Chapel Team. Although the work schedule is flexible, it involves specific time commitments on Sunday mornings and evenings, office planning, and attendance at weekly staff meetings. The position requires creativity, energy, flexibility, determination, and an ability to deal with the unexpected.

**Accountability**

Reports to the Rector

**Responsibilities**

*Family Ministry*

- Lead Children's Chapel for children 4 years old – 5<sup>th</sup> grade during the 10:30 Sunday service and recruit volunteers to assist (when necessary, this may be split into two groups)
- Oversee the church nursery for children 0-4 years of age
- Help with coordination of the First Sunday Children's Service
- Recruit and support Sunday School teachers with such tasks as curriculum planning, acquiring needed resources, ensuring rooms are well equipped, and training as determined by the family ministry committee
- Host an annual parents' meeting prior to the beginning of program year
- Create and maintain regular communication with the teachers and the parish
- Create and maintain a Sunday School roster including attendance records and birthdays
- Facilitate discussions around a Children/Youth Honor Code

*Leadership*

- Facilitate the Family Ministry Team (includes representatives from Sunday School, Children's Chapel and Nursery)
- Lead Sunday School Team and Children's Chapel Team
- Oversee Nursery

*General Qualifications*

- 5 years work experience in a related area or ministry
- Experience with developing and executing programming
- Strong organizational and motivational skillset
- A liturgical background is preferred
- Respect for Holy Trinity Episcopal Parish as a Christian work environment

*Specific Qualifications, Education, and Training*

- Complete an Episcopal Safe Church Training Seminar and all mandated background checks before starting employment.

- Demonstrate proficiency in Microsoft Word, Microsoft Publisher, Microsoft Excel, Google Calendar, Social Media Platforms and Constant Contact