

**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 Family Minister position involves collaboration with clergy, staff, and the various associated committees. The Family Minister will work closely with a very supportive and engaged Family Ministry 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. We are looking for someone who would love to love our families and who is willing to learn and grow with us.

Accountability

Reports to the Rector, works closely with Family Ministry Team

Responsibilities

- Lead Children's Liturgy of the Word three or four Sunday mornings each month for children 4 years old – 5th grade during the 10:30 Sunday service and recruit volunteers to assist (when necessary, this may be split into two groups)
- Oversee staffing the church nursery for children 0-4 years of age
- Help with coordination of the First Sunday Children's Service (No Children's Liturgy on those Sundays)
- Serve as staff liaison to the Family Ministry team as they:
 - 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 Team
 - 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

General Qualifications

- 3 years work experience in a related area or ministry
- Strong organizational and interpersonal skills
- 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 Office Suite, Google Calendar, Social Media Platforms, and Constant Contact