

HOLY TRINITY EPISCOPAL CHURCH
CLEMSON, SOUTH CAROLINA
POSITION DESCRIPTION – Minister with Children & Families
March 2019

Summary of Position

The Holy Trinity Minister with Children & Families is responsible for coordinating Family Ministries and for leading Sunday Children’s Chapel time. This individual will work with specific populations to develop and execute programs that engage the families of our parish and welcome guests and visitors. The work of the Minister with Children and Families will be supported by an active, dedicated, and engaged Family Ministry Team and Sunday School Teachers. The work schedule comprises approximately 25 hours a week, including specific times on Sunday mornings, as well as planning time, including a weekly staff meeting. There will be occasional evening requirements, as well. The position requires creativity, energy, determination and an ability to deal with the unexpected.

Accountability

Reports to the Rector

Job Description

I. Family Ministry Responsibilities

- Collaborate with the associated committees and clergy to develop and manage a ministry for families, striving to guide and nurture people as they grow by delivering programming that engages children and parents
- Lead Children’s Chapel and recruit volunteers to assist during the Sunday 10:30 Service for children 4 years – 3rd grade
- Oversee Church Nursery for children 0-4 years, currently staffed by college students
- Support Sunday School teachers by supplying resources and arranging for training, as needed
- Host an annual Parents meeting prior to the beginning of program year
- Develop and nurture relationships with children and families
- Create and maintain regular communication with the teachers and the parish

II. Committee Responsibilities

- Serve on Family Ministry Team
- Lead Children’s Chapel Team
- Oversee Nursery

III. Job Requirements

- 5 years work experience in a related area or ministry
- Experience with developing and executing programming
- Strong organizational and motivational skillset
- Familiarity with relevant computer software and social media

Revision date: 3/5/2019

- Respect for Holy Trinity Episcopal Parish as a Christian work environment
- Safe Church Training and SLED background check prior to starting work with children and families.