

Holy Trinity Episcopal Church: Coordinator of Family Life Ministry

Status: Part Time **Application Deadline:** July 8, 2021

Hours: Typically, 20 hours/week August-May; some weeks may be longer while others may be much shorter

Salary & Benefits: \$30,000/year and the following

- Paid holidays, sick leave, and personal days
- Church Pension contribution

Who & What is Holy Trinity?

Holy Trinity is a community of Episcopalians who strive to “love with the heart of Christ, think with the mind of Christ, and act in the world as the body of Christ. We gather for worship, fellowship, and formation, with our Triune God as the center of everything we do.

An overview of the Coordinator of Family Life Ministry Position

While there will be a primary focus for ministry with families with children and youth, ages 0 to 18, the ideal candidate will enjoy engaging with all our parish families. The Coordinator of Family Life Ministry will organize and oversee the Nursery Workers who tend to our youngest members on Sunday mornings and will recruit and train Sunday School teachers for ages 3-18. The Coordinator will lead Children’s Church on most Sunday mornings, with assistance from dedicated helpers. The Coordinator will also form a youth culture through both youth Sunday School and Sunday afternoon Youth Group gatherings and other activities.

We are looking for a loving person who will weave themselves into the fabric of our community; and we are committed to supporting that person for many years.

Responsibilities

1. Cultivate the family and youth community at Holy Trinity by creating opportunities to gather, learn, and grow in faith.
2. Develop a strong faith identity among Holy Trinity’s children, youth and their families through careful and timely planning of regular and special events throughout the year.
3. Practice clear and consistent communication with parents, youth, staff, the Rector and the Vestry.
4. Equip volunteers for leading Sunday School, Children’s Church and Youth Group.

5. Oversee the Church nursery for children 0-4 years old, recruiting and training nursery workers to take care of our youngest members lovingly and responsibly
6. Evaluate Holy Trinity's Youth and Children's Ministry programs that we now use. Reroute, reinvent, retool or develop curriculum and content in consultation with the Rector and staff. Equip leaders and teachers to help implement these advances.
7. Secure the safe church training required by our diocese for any adult who works with children and youth at Holy Trinity.
8. Other responsibilities include becoming a part of our community, living *with us*
 - Connecting with youth lives *outside* of parish life. For example, get a group of teens to go see a youth group member's recital or football game
 - Being a Staff team player by seeing the entire work of the parish as interconnected
 - Understand Christian evangelism in a way that is a natural extension of Holy Trinity's identity
 - Serve as the chair of the Family Ministry Committee

Relationships & Supervision

While a committee of parishioners will play a large role in our call process, the Coordinator of Family Life Ministry at Holy Trinity is ultimately appointed by and accountable to the Rector. The successful candidate is expected to work alongside other staff in supporting the ministries of Holy Trinity's parishioners. The Rector provides annual "mutual ministry reviews" of all staff, and encourages regular check-ins about guidance, communications and problem solving.

Qualifications & Strengths

1. Bachelor's Degree preferred
2. Must have solid understanding with the Bible and Christian belief
3. Candidates with additional training in Pastoral Ministry, Christian Formation or Theology will be given priority
4. Familiarity with the Episcopal Church preferred
5. Leadership experience with children's, youth or Family Ministry preferred
6. Experience in program, staff or volunteer management preferred
7. Familiarity with social media platforms required
8. Excellent computer skills required
9. Excellent written and verbal skills required

Please send a letter of interest and resume to htchurch@holytrinityclemsn.org