

## DIRECTOR OF CHILDREN AND FAMILY MINISTRIES

Reports to: Rector  
Effective: September 1, 2021  
Directly Supervises: Nursery staff; volunteers supporting Children and Family Ministries  
Status: Full-Time  
FLSA: Exempt

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St. Luke's is called to illuminate San Antonio with the light of Christ through transformative education for people of all ages, compassionate care for every member of our community, and inspiring worship and music in the Episcopal tradition.

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### Children and Family Ministries at St. Luke's Church

St. Luke's Episcopal Church seeks to nurture its children, up through the 5<sup>th</sup> grade, and their families, providing resources for age-appropriate faith development, opportunities to develop healthy relationships with others, and a setting in which the church's children and their families can grow closer to God through Jesus Christ. Elements of our offerings for Children and Families include:

- Sunday School, currently offered on Sunday mornings at 10:00 am
- Children's Chapel, an age-appropriate children's service currently offered during the Liturgy of the Word at the 11:00 am service on Sundays
- A Nursery with paid staff, available for children on Sunday mornings and other regular times throughout the year, as well as on special occasions as needed
- Ongoing programs for parents (which currently includes the Monday Moms Group and the Holy Strollers)
- Occasional family-friendly programs and events throughout the year to foster a sense of community in the congregation.

Two important ministries of St. Luke's Episcopal Church are St. Luke's Episcopal School, a school committed to academic and personal excellence for students in pre-K through 8<sup>th</sup> grade, and the Mustard Seed, which provides a nurturing environment for children age 18 months through 3 years old. Although the Director of Children and Family Ministries currently has no official role with these two ministries, we expect the Director of Children and Family Ministries to collaborate with key people in both of those ministries, to coordinate schedules and the use of space and resources, and to pursue synergies where possible.

### Job summary

The Director of Children and Family Ministries will oversee the ministries that serve the children of St. Luke's Episcopal Church, infants through 5<sup>th</sup> grade, and their families. The Director will work with the Rector, parish leaders, and stakeholders to ensure that the various components of the Children's and Family Ministries serve the mission of St. Luke's Episcopal Church.

### Essential Functions

- Oversees the various components of Children and Family Ministries on Sunday mornings, including Sunday School for children through 5<sup>th</sup> grade, Children's Chapel, and the Nursery.
- Oversees annual events like Vacation Bible School and the Lenten Series, and annual recognition of milestones in children's lives (currently involving presenting Bibles to two-year olds and students completing fifth grade).

- Supports various affinity groups in the congregation that promote fellowship among particular constituencies in the congregation.
- Develops and effectively manages the Children and Family Ministry budget.
- Communicates with families, volunteers, staff, Vestry and the Rector, and publicizes all children and family events to the parish, making use of social media and the church's various print and electronic publications.
- Recruits and trains volunteers for Children and Family Ministries, including adults and, when appropriate, teen helpers.
- Interfaces with the student and parent population of St. Luke's School, when appropriate.
- Keeps the clergy appropriately informed about pastoral needs of families in the congregation.

#### Other Responsibilities

- Works with the Rector to prepare families for baptism.
- Makes use of diocesan resources which may enhance Children and Family Ministries at St. Luke's Church.
- Participates in weekly church staff meetings and other planning meetings as requested by the Rector.
- Ensures that Children and Family Ministries offerings are compliant with church and diocesan Safeguarding God's Children requirements.
- Works with Director of Youth Ministries to develop synergies between offerings for children and youth, and to tend to the children who are aging into youth ministries.
- Speaks occasionally, about once every other month, during sermon time at the 9:00 am service.

#### Minimum Qualifications

- Bachelor's degree preferred but not required.
- Previous ministry with children experience preferred but not required.
- A grounding in the Christian faith and an understanding of effective ways to nurture faith formation in children.
- At least 21 years of age.
- Satisfactory completion of Safeguarding God's Children training, background check, and drug screening.
- Knowledge and skills in the appropriate use of social media and basic Microsoft and Google-based productivity tools.

#### Physical Requirements

- Able to speak in various types of public forums.
- Able to monitor activity of children during church-sponsored activities.

#### Core Competencies

- **Organization.** Can gather and organize resources; orchestrates multiple activities at once to accomplish a goal; utilizes resources effectively and efficiently.
- **Volunteer Development.** Is able to identify and recruit capable people into positions of responsibility; delegates appropriately; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- **Interpersonal Relationships.** Can empathize with children and parents; builds effective and constructive relationships; is regarded as a team player.

- **Collaboration.** Can work with staff, parish leaders, and stakeholders in the congregation to develop plans, strategies, and goals. Works with the Director of Youth Ministries to support children in their transition from elementary school to middle school.
- **Initiative.** Focuses on results and desired outcomes and how best to achieve them. Uses an entrepreneurial and self-starting spirit to pursue goals.
- **Time Management.** Works hard and is able and willing to focus time on tasks that contribute to the Children's Program's goals; uses time effectively and efficiently; plans and organizes appropriately for church, staff, and congregation schedules; values time and respects the time of others; can appropriately balance priorities.
- **Verbal and Written Communication.** Is able to deliver a message clearly, whether spoken or written; demonstrates communication styles appropriate to the situation at hand; employs correct grammar, punctuation, and patterns of speech.
- **Creativity and Innovation.** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.