



Children's Ministry Director

Status: Part-time/ Non-exempt

Reports To: Rector

Direct Reports: None

Summary

This role is designed to support St. Mark's Church and the Rector by championing the church mission and discipleship strategy. The successful candidate will lead the St. Mark's Children's Ministry, StM Kids (birth through fifth grade). The director will be an active participant on the St. Mark's staff team.

Job Responsibilities

Spiritual Formation:

- Lead worship hour (or Gathering Time + teaching during Kids Connect—Sunday morning, 9:00 AM, yearlong)
- Lead teaching when applicable in other venues (i.e. if devotional is needed during an event, for Christmas Pageant, Passion Event, etc.)
- Spiritual mentoring of volunteers
- Plan and implement logistics and communication for First Holy Communion for 2nd graders (worship celebration, 10:30 AM Sunday)
- Plan and implement semiannual Instructed Worship for children (during 9:00 AM programming, Sunday)
- Pastoral care for children (i.e. celebrations, sadness, reaching out to families, etc.)

Admin Tasks:

- Create, manage, and update website content for all StM Kids pages
- Curriculum development, creation and distribution of Sunday morning materials
- Staffing, training, and budgeting for nursery
- Discerning, recruitment, and training of volunteers for Sunday morning programming
- Communication with parents
- Budget for Sunday morning programming + upkeep of ministry spaces
- Attendance at weekly staff meeting, vestry retreats, etc.
- KGPS training, GRACE safety training and background checks for staff/vestry/volunteers
- Create and sustain any additional family nights/events throughout the wider church seasons including three major events: Gingerbread House Night, Christmas Pageant, and Backyard Bible Camp (VBS)

Desired Skills

- Teamwork
- Leadership
- Communication
- Volunteer development
- Relational intelligence
- Heart for children

Qualifications

- Bachelor's degree preferred
- Physically able to fulfill the essential functions of the role
- Basic proficiency in common Microsoft and/or Google office applications
- Ability to work a flexible work schedule based on ministry needs

For more information or to apply, contact Fr. Jonathan French at 630.232.0133 or jfrench@stmarks-geneva.org, or visit <https://stmarks-geneva.org/open-positions/>.