



St. Mark's Episcopal Church

315 East Pecan Street, San Antonio, TX 78205-1819

Core Vocation: Feeding San Antonio with the Bread of Life

*Feeding the hungry with real food
Feeding those who are hungry for knowledge and meaning
Feeding those who are hungry for beauty and creativity*

St. Mark's Episcopal Church is a historic downtown congregation of over 1000 members. Our Core Vocation: *Feeding San Antonio with the Bread of Life*, informs our ministry on three levels. We engage in *feeding those hungry for real food* through our partnerships with area outreach agencies, youth group projects, and our annual Christmas to the Street event. We engage in *feeding those hungry for knowledge and meaning* through formation opportunities for all ages and through our corporate worship. We engage in *feeding those hungry for beauty and creativity* through our choirs, music offerings to the city, and art exhibits.

Open Position: Director of Children's Ministry

Working in a team environment, the Director of Children's Ministry is responsible for:

- Organizing and administrating all children's ministry programming and events.
- Building and maintaining a consistent arc of curriculum plan from the cradle through fifth grade that will form our community's children today and for generations to come, including personally leading Children's Chapel each Sunday during the 9.00am liturgy.
- Recruiting, training, and supervising volunteers to be an essential and valued part of the Children's Ministry.
- Overseeing nursery supervisor and is responsible for ensuring nursery ministries are effective and efficient.
- Serving as a resource and a facilitator for parents and volunteers in meaningful ministry.
- Developing relationships with children, parents, volunteers, and colleagues through conversations, planning of the programming, and visioning within the children's ministry and throughout the ministry of the church.
- Overseeing consistent implementation and application of Safeguarding God's Children policies, a yearly program budget, timely communication of program events, and ministry collaboration.

These efforts require a significant amount of collaboration with staff and members of the congregation, solid organization skills, time management, and the ability to encourage and excite others about the program's offerings.

The Director of Children's Ministry reports to the Associate Rector for Liturgy, Family Ministries, and Formation. Like all staff positions, this position serves at the pleasure of the Rector. Ideally, this position will be filled by the beginning of the program year in the August/September timeframe.

Required Qualifications:

- Bachelor's degree
- 3-8 years of related ministry experience
- Candidate should be energetic, dedicated, professional, and well spoken with a strong work ethic, initiative, and confidence.
- Ability to work independently and as part of a team, with both clergy and laity and especially with Director of Youth Ministries and Organist and Choirmaster.
- Strong oral and written communication skills, organizational skills, and attention to detail are essential. Ability to set and manage deadlines.
- Willingness to spend the time it takes to build meaningful relationships with children, parents, and volunteers.

Preferred Qualifications:

- Trained in Godly Play curriculum
- Current certification as a Safeguarding God's Children Trainer
- Experience working in a mid to large-size church environment
- Experience in the Episcopal tradition

Compensation and Benefits:

This is a full-time, 40-hour per week job that includes Sundays.

Compensation commensurate with experience.

Health insurance, matching contributions to retirement plan, life insurance.

Application Requirements:

After receiving a cover letter describing a candidate's interest in the position and a resume, qualified and selected candidates will be asked to participate in an initial interview over the phone. Candidates will also be asked to provide three professional references. Please email cover letter and resume to Rachel Dugger at rdugger@stmarks-sa.org.