

Trinity Episcopal Church  
Myrtle Beach, South Carolina  
Director of Children's Ministries.

Purpose

Trinity Episcopal Church prayerfully seeks a Godly person with a spirit filled shepherd's heart to develop and implement a ministry to our children 0- 5<sup>th</sup> grade.

Job Description

The Director of Children's Ministry for Trinity Episcopal Church will be called to lead all young children from birth through Fifth grade and their families to help them grow in their relationship with God and His Son Jesus Christ. The program criteria include Catechesis of the Good Shepherd and will require a working knowledge of the Catechesis curriculum.

Qualifications:

- A working knowledge of the Old and New Testaments.
- Recognition of the supreme authority of Scripture.
- Plan and Coordinate Vacation Bible School
- Assist with our Baptism Outreach with our infants and young families.
- Experience with Catechesis of the Good Shepherd and or traditional Montessori model of teaching. (Certification preferred but not required)
- Administrative proficiency to include strong communication skills including computer skills, to facilitate communication within our church and the wider community outside of the church.
- An understanding of the Anglican ethos.
- A willingness to learn and grow in ministry through conferences and continuing education.
- Prior Experience as a Director of Christian Ministries in similar size church.
- Minimum educational requirement of Bachelors' degree from an accredited college or university.

- Team-building skills to facilitate growing the current program and bridging the children's program with the other programs within our parish.
- Flexibility and willingness to take on any task that will further this ministry.

#### Responsibilities to Include

- Provide leadership and lay staff development for the Sunday School ministry for our children.
- Maintain records of children's enrollment and attendance
- Present annual program reports and budget to the vestry and clergy
- Meet with rector and parents as needed to maintain a successful program
- Attend such children's protection training as required by our Diocese
- Exercise due diligence for children's safety while in the church's care and trains volunteers to do the same
- Recruit and train volunteer assistants
- Maintain adult staffing coverage of atriiums and other programs
- Oversee program materials needs
- Maintain a budget for new materials and supplies and works with vestry to obtain funds for same
- Keep supply levels stable for the program, refreshing, reordering and coordinating new materials construction when necessary
- Keep a safe, orderly and beautiful environment for the children:
- Initiate and oversee cleaning and maintenance of materials in the atriiums
- Oversee cleaning and maintenance of the atrium rooms, alerting custodial staff when there are concerns needing to be addressed (If the issue is beyond the scope of the custodial staff, alerting vestry)
- Maintain positive relationships between parents, clergy, vestry and staff

- Maintain healthy, active spiritual life so as to have the poise to work with children, parents and staff on a daily basis

Salary and Benefits

\$ 30,000 Salary

Health Insurance

Continuing Education

Two weeks vacation

Church Matching Contribution to 403b Retirement Account