St. Michael’s Episcopal Church
Milton, MA
Director of Family Ministries

Summary

Saint Michael’s, Milton seeks a lay or ordained* Christian educator to help develop, shepherd and evaluate formation and fellowship programming for our children and their families. The ideal candidate will be a spiritually centered, organized, creative and engaging person able to work collegially with clergy, lay staff, and committed lay leaders to move our ministry to families from strength to strength.

We are a vibrant church community in Milton, Massachusetts, and our children are valued members of our parish community. The Director of Family Ministries will work with the Rector and Vestry to maintain and grow an engaging program set that serves close to 50 young people every week. This is position comprehends 20 hours per week, requiring the Director to engage with children, youth and their families during the program year. The Director of Family Ministries will report to the Rector and participate in staff meetings to support the life of the program.

Interested candidates should submit resume and cover letter to the Rev. Hall Kirkham at: hkirkham@stmichaelsmilton.org.

Major Areas of Responsibility

Nursery, Infant and Toddler Care (Newborn - Toddler)

- Review all child safety procedures and protocols to ensure safety of infants and personnel
- Supervise Nursery Caregivers for infant care
- Recruit and train lay volunteers for nursery volunteer opportunities

Church School (Pre-K - 6th Grade)

- Support the implementation of the Church School curriculum
- In collaboration with parish leadership, set a yearly calendar for Church School
- In collaboration with parish leadership, recruit and schedule volunteer teachers
- In collaboration with parish leadership, organize periodic refresher trainings and fellowship gatherings for teachers and potential teachers.
- Periodically evaluate the Church School curriculum to ensure engagement and quality of experience.
- Order and manage all Church School supplies and materials
- Coordinate Church School related events (e.g., Pageant, Jr Flower Guild, Easter Egg Hunt, Sunday Group Activities)
- Work with the Treasurer to set and track annual budgets
- Work with St Michael’s Music to allow flexibility for families to participate
Youth Formation and Fellowship (7th - 12th Grade)

- Review and evaluate formation and fellowship for these ages in consultation with the Rector.
- Create a strategic plan in consultation with the Rector for program offerings for middle school and upper school youth programs.
- Implement the aforementioned strategic plan for youth ministries by determining program needs, procuring materials, recruiting and supporting volunteers.
- Collaborate with the Rector in leading Confirmation Class and offering programs that will work for 9th through 12th graders (eg, CityReach, common cathedral, Shrove Tuesday, Las Posadas, High School Retreat)

Family Formation and Fellowship

- Create networks of fellowship and formation for the families of children, including social gatherings and weekday grassroots parent groups that can use church facilities

General Administrative Responsibilities

- Communicate, as needed, with existing parish Church School leaders
- Organize annual Church School registration
- Maintain attendance data for all classes and provide data for regular reporting
- Contribute as needed to the parish’s email ‘blast’
- Report to the Vestry as invited by the Rector
- Attend weekly staff meetings

Expectations, Qualifications and Requirements

- This is a 20 hour/week, full calendar-year position
- Two weeks of paid vacation will be provided along with traditional holiday breaks
- On-site commitments include weekly staff meetings and attendance on Sunday mornings.
- A love of children, seeing them as teachers themselves in the love of God
- Familiarity with and passion for spiritual formation traditions and practices highly preferred
- 5-10 years of children’s ministry experience preferred
- Motivated and committed to the values and beliefs of the Episcopal Church
- Team-oriented and able to work with a large group of volunteers
- Highly organized with excellent communication skills
- Must successfully complete Safe Church Training, and agree to CORI and Oxford reviews, prior to official hire

* Ordained clergy will be invited to preach and to serve liturgically on occasions when the community would benefit from their support