

Children's Ministry Coordinator

St. James' Episcopal Church

11815 Seven Locks Rd. Potomac, MD 20854

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St. James' Episcopal Church, Potomac, a pastoral-size parish in the Diocese of Washington, is seeking a faithful, joyful, and energetic Children's Ministry Coordinator to develop, provide, and oversee a program of Christian education and spiritual formation for children (preschool through fifth grade).

Responsibilities:

1. Annual Planning: prepare and present to the rector a yearly program of Christian education and formation for children. This plan includes, but is not limited to:
 - a. Coordinate, staff, and oversee Sunday School classes for preschool through fifth grade;
 - b. Select (with input from the rector) and implement an enriching curriculum and program of activities appropriate at each age level;
 - c. Recruit and support adult volunteers to teach Sunday School classes;
 - d. Coordinate children's chapel service with clergy;
 - e. Ensure attendance by all persons working with children in the required "Safeguarding God's Children" training;
 - f. Plan and support special projects/events for children, e.g., Children's Sabbath, Christmas pageant, Easter Egg hunt, service projects.
2. Represent and communicate Sunday School needs. This includes but is not limited to:
 - a. Schedule and meet regularly with the rector, Children's Ministry Committee, volunteers, and vestry liaison to review the children's program, to coordinate activities with other activities of the parish, and to receive input and assistance in implementing the parish's goals for the spiritual formation of children;
 - b. Report to and advocate for children's ministries with the vestry and parish;
 - c. Collaborate with other parish groups (e.g., youth, music, missions and outreach, stewardship) to involve children in parish ministry and broader parish activities.
 - d. Communicate regularly and quickly with staff and parents using a range of communication tools; e.g., email, Signup Genius, and Zoom.
3. Delegate responsibility appropriately; train, enable, and support lay volunteers in all areas of the Children's Ministry program.
4. Manage and maintain all Christian education resources, including curriculum materials and classroom supplies. Ensure that each Sunday School classroom is equipped with basic supplies.
5. Regularly communicate, publicize, and promote the children's program to parents and the parish by using all parish communication channels; e.g., Sunday bulletin announcements, displays, parish website, parish email, Zoom, and social media; to also include in partnership with St. James' Children's School from time to time.
6. Reach out to families that do not attend Sunday School regularly.
7. Develop an annual budget for Sunday School.
8. Exhibit behavior appropriate for an employee of St. James' at all times.
9. Maintain accurate Sunday School attendance and registration information.

Term: This part-time non-exempt position is estimated to require ten hours per week on average annually with some weeks requiring more and some (particularly during the summer) requiring less; approximately two to three hours dedicated to Sunday class time; remaining time dedicated to planning, developing, and communication.

Apply: Please email a letter of interest, resume, and list of three references to The Rev. Meredith Heffner, Rector: office@stjamespotomac.org.