



Coordinator of Children and Family Ministries
St. Augustine's Anglican Church, Lethbridge

JOB DESCRIPTION

The Coordinator of Children and Family Ministries is responsible for providing pastoral direction and support for vibrant children and family programs within St. Augustine's parish. The focus of this position will be the coordination and provision of ministry to children of all ages in the parish and in the wider community. The centerpiece of this ministry will be the leading and coordination of the weekly Sunday School program, and a four-day summer Vacation Bible School. This position involves ministry to children, adult volunteers, and parents. Such duties include, but are not limited to:

Sunday School and Nursery

- Oversight and coordination of weekly Sunday School program (pre-school through Grade 5, middle school, and high school)
 - Sunday School curriculum selection, in consultation with the Rector
 - Procurement and distribution of educational supplies/ lesson plans. Offering support with activities to leaders as needed
 - Coordination of registration and drop of process for Sunday School children
 - Recruiting, training, supervising, scheduling, and supporting teachers and helpers for all age groups
 - Ensuring all teachers and helpers have current Police Information/Vulnerable sector checks and have completed any necessary training
 - Being present and available to Sunday School teachers and parents on Sunday mornings
- Oversight of Summer Sunday School program
- Oversight of Nursery: recruiting and training volunteers, organizing volunteer schedule, communication about the nursery program with the parish, oversight of nursery equipment and space

Special Events

- Oversight of the Christmas production: recruiting leaders and helpers, recruiting a director, and assisting in communication between director and teachers and parents
- Oversight of Vacation Bible School program: selection of program, recruiting and training leaders, publicizing to the parish and the surrounding area
- Oversight of First Communion Program in partnership with clergy (as needed/requested)
- Overseeing and coordinating other activities during the church year as needed, including:
 - Kid's songs and processions for Palm Sunday and Reign of Christ Sunday.
 - Multi-age programs for the 10am Easter Sunday service and the early evening Christmas Eve service.
 - Father's and Mother's Day gifts, handed out after the 10am services.

Other

- attending weekly staff meetings and holding regular office hours during the week at the church
- offering children's focuses during the 10am Sunday service on a schedule shared with the clergy
- providing notices for bulletin and weekly parish emails, as needed, to the Office Administrator and to the Communications Warden; providing reports for the Annual Report and the Hippo Herald newsletter
- preparing and maintaining a balanced budget for each fiscal year
- taking time to get to know the families and children of the parish at coffee hour and other opportunities for fellowship
- other duties as assigned by, and in consultation with, the Rector

Valued skills and experience

- experience working with children and youth
- experience taking part in and/or leading children and family ministries
- volunteer recruitment, training, and support
- familiarity with the faith and practice of the Anglican Church
- experience managing budgets

Some aspects of this job may be flexible depending on the specific skills and interests of the person selected. Please direct questions regarding this to the search committee (contact information below).

To apply for this position, please submit a detailed resume and letter of application that outlines the background and experience that you believe makes you a good candidate for this position. Please also submit contact information for three references. Application materials should be submitted via email to office@staug.org. The search committee will be accepting applications up to and including **April 22, 2023**.

This is a part-time, paid position; information about hours and compensation are available upon request. Any additional questions about this position can be sent to our office administrator at office@staug.org, who will forward them to the members of the search committee.

We appreciate your interest in this position!