

The Church of The Holy Comforter

Episcopal Diocese of North Carolina

Charlotte, NC



To serve as an instrument of God's love – by seeking Christ, supporting each other, serving our neighbors, and sharing our abundant gifts.

Date Posted: May2023
Scheduled Work Hours: 15 – 20/week
Benefits: Medicare and Social Security
Church Size: 186 Average Sunday Attendance (ASA)

Position: Children's Minister
Classification: Salaried
Reports to: Associate Rector

Our Church

The vision of the parish is “*We exist to build a community where Christ’s transformative love is known and shared.*” Our mission is “*to serve as an instrument of God’s love – by seeking Christ, supporting each other, serving our neighbors, and sharing our abundant gifts.*” Our values: We believe and practice this vision and mission by being:

Inquisitive – We seek understanding of Jesus Christ as the guide to our lives, while remaining open to differing views and beliefs.

Liturgical – We find deep meaning in liturgy and worship as a way of understanding and sharing God’s love through a shared experience.

Welcoming – We welcome all of God’s people. We celebrate diversity and accept people no matter where they are in their life and their faith journey.

Joyful – We are resurrection people, joyful with God’s abundant grace and open to sharing our gifts with others.

Job Description

The **Children’s Minister** is a 15 hour/week, lay staff member who reports directly to the Associate Rector (pastor) and leads the Children's Ministries of the parish, for newborns through 5th graders. The purpose of this position is to oversee, organize, sustain, and grow the Children's Ministries of the parish. This person also facilitates intergenerational opportunities and supports the integration of children into parish life as full members of the church.

The Children’s Minister will collaborate with the Associate Rector, Rector, (senior pastor), staff, and volunteers to live out this mission. Plan to be on-site Sunday mornings (about 4-5 hours), attend monthly Staff meetings, and meet regularly with the Associate Rector.

Holy Comforter is currently re-imagining our children’s program and invites your active participation and creativity in that discernment process as we seek to nurture spiritual growth in our children. We have used Catechesis of the Good Shepherd in the past and may use the Godly Play curriculum going forward.

Responsibilities The specific responsibilities include but are not limited to:

Children’s Formation

- Set and communicate Children’s Ministries calendar 6 months in advance.
- Communicate weekly with parents.
- Develop supplemental curricula for grades pre-K through 2nd grade and Explorers 3 – 5th grade (as needed).
- Promote learning through music and song.
- Work to incorporate La Misa (Spanish-language worship) and La Escuelita (dual-language preschool) families and children into Parish life.
- Lead programming during Sunday School (weekly).
- Lead Children’s Chapel. Children’s Chapel occurs during the first portion of each worship service (weekly).

- Organize and lead one-week Vacation Bible School in the summer (yearly).
- Organize and lead special activities, including intergenerational programs and seasonal events such as Fall Festival, Parish Retreat weekend, Epiphany Pageant, Advent Festival, Easter Egg Hunt, etc.
- Collaborate with the Youth Minister, clergy, and staff in similar events as above, including Charlotte Convocation and Diocesan events, Explorers (grades 3 -5), and may include pilgrimage/mission trips (as needed).

Pastoral Care

- Form pastoral connections with children and their families and coordinate with Associate Rector, Rector, and Youth Minister for family support.
- Maintain a high level of confidentiality with information disclosed by families and/or clergy, staff, ministry volunteers and parishioners.

Supervisory Responsibilities

- Ensure that all adults working with children are certified in "Safeguarding God's Children" (for the prevention of abuse and sexual misconduct in the church).
- Prepare and manage the approved Children's ministry program budget.
- Recruit, train, and support adult leaders: Sunday School teachers, Children's Chapel, and Chapel Shepherds
- Ensure resources (volunteers, lesson plans, and materials) are available when and where needed.
- Schedule and supervise nursery staff (primarily Sundays).
- Support and collaborate with Family Ministries Circle group to foster effective leadership, discernment, accountability, and connection to the parish.
- Attend regular Sunday services where children are typically present.
- Organize and schedule monthly Parents' Night Out.
- Chaperone diocesan and off campus events as needed.
- Assist in communicating, promoting, and debriefing church programs and opportunities to serve within and outside the parish.
- Attendance at staff meetings, group leadership development and monthly outreach opportunities.
- Other duties as assigned by the Associate Rector and/or Rector.

Qualifications

- A Christian committed to Jesus Christ, and to the church as the Body of Christ
- An enthusiastic desire to help children discover the love of God and grow as members of the faith community
- An understanding of and respect for the Episcopal tradition
- A creative and effective teacher of young children, skilled in various modes of learning and classroom management
- Experience evaluating and implementing a Children's Ministry curriculum
- Ability to promote children's involvement in every aspect of Church community and life
- Serves as support to liturgical ministries for children.
- Someone who can
 - Build relationship with children and pre-teens, as well as youth, young adults as well as older members of the parish.
 - Recruit, train, and support volunteer teachers.
 - Engage in healthy, effective communication, especially with people of various background and views.
 - Maintain healthy boundaries (personal and professional), including wise and responsible use of technology and social media.
 - Lead by example and hold themselves and others accountable.
 - Engage in indoor and outdoor activities and games.
- Someone who has demonstrated that they are/can:
 - Maintain exemplary communication by acknowledging email and voice mails within 24 hours during workdays, creating and maintaining direct communication with co-workers, ministry volunteers.
 - Responsible, dependable, and professional
 - Collaborative
 - Organized, meeting deadlines with quality work.
 - Flexible and patient
 - Solution-oriented

Education and Experience

- Undergraduate degree or at least two years' relevant experience, demonstrating an ability to grow and sustain a vibrant children's ministry.
- At least 2 years of experience in a related field
- Spanish language skills, preferred.

Other Requirements

- Employment is contingent on a successful completion of credit check, drug screen and criminal background check.
- Three references are required, including at least one personal and one professional reference.
- Upon hiring, must complete the North Carolina Diocesan Safe Church certification process, if not already certified.
- Participate in annual Continuing education/professional development in consultation with the Associate Rector and approval of the Vestry.

Compensation and Benefits

The position is 15-20 hours/weekly, with salary, certain holidays and Paid Time Off (PTO). PTO accrues by completed service years and employment status. Annual salary range is \$17,940 - \$21,000 (\$23 - \$28/hour), depending upon agreed hours, training, experience, and demonstrated abilities.

- **Submit a cover letter and resume to search@holycomfortercharlotte.org** with 'Children's Minister' in subject line. Send your references to the same email with the position and your name in the subject line.

Visit us online at [Holy Comforter Charlotte - Charlotte, NC | Holy Comforter Charlotte](#)

Disclaimer

The above information on this description is designed to indicate the general nature and level of work performed by employees within this classification. This position description is not designed to contain or be interpreted as a comprehensive inventory of all job duties, responsibilities and qualifications required of employees assigned to this job.