

## **ST. PETER'S EPISCOPAL CHURCH AND SCHOOL**

848 Ashland Terrace  
Chattanooga, Tennessee 37415  
(423) 877-2428  
www.stpeters.org

### **Director of Children's Ministry and Parish Life, Part Time**

#### **General Job Description**

The Director of Children's Ministry and Parish Life reports to the Rector. They work to develop our children into disciples of Jesus through activities that foster formation, community, and fun. They also assist the church in preparing for events that strengthen our community life and ministry. This position is scheduled for 20 hours per week.

#### **Specific responsibilities (Children's Ministry) include:**

- Coordinate Children's formation and social offerings on Sundays and at other times. This includes Sunday School, Children's Chapel, and activities that happen outside of Sunday, such as Vacation Bible School. Along with leading these various offerings, the ideal candidate will have excellent skills in developing and coordinating volunteers for them.
- Oversee children's involvement in worship, especially at the annual Christmas Pageant.
- Oversee the nursery, including identifying good candidates for any open positions in the nursery.
- Ensure regular, timely, and effective communication with parents.
- Maintain open, regular communication with other staff and office volunteers to ensure that communication, promotion, and event coordination happens in the most effective manner possible. This includes being regularly present at our weekly staff meeting.
- Other duties as assigned by the Rector.

#### **Specific responsibilities (Parish Life) include:**

- Collaborate with the Rector, other staff, and parishioners in planning for events throughout the year, and ensuring their smooth execution. Some of these events include (but are not limited to) the Epiphany Chili Cook-off, the Shrove Tuesday Pancake Supper, the Easter Vigil and Easter Day celebrations, newcomer gatherings, St. Peter's Day, and Backpack Blessing.

#### **Requirements and Qualifications:**

- Awareness of the presence of the Risen Christ among us and commitment to a life of prayer.
- Familiarity with and appreciation for Episcopal liturgy and tradition.
- The ability to develop and coordinate volunteers.
- Strong communication skills, including the ability to produce clear mass communication and to speak effectively in front of groups.
- Two years of experience working with children is preferred.
- Creativity and flexibility, with the ability to adapt to changing situations.
- Ability to develop positive, healthy relationships with students, parents, staff, and

parishioners.

- Familiarity with basic word processing and email, as well as social media usage for event promotion and constituent engagement and communication.
- A commitment to continued learning about the theory and practice of children's ministry.
- Must maintain a driver's license in good standing.
- Ability to assist with budget preparation. Ability to manage expenditures within the established budget.
- Physical demands include those associated with the ability to supervise children in various activities in all seasons of the year.
- Position requires flexibility in hours available for work, including evenings and weekends.

**Tests/Trainings:**

- Background check, abuse prevention training, and other training that might be required by the Diocese of East Tennessee.

**How To Apply:**

- Send a resume to our rector, Quinn Parman, at [quinnparman@stpeters.org](mailto:quinnparman@stpeters.org).