

Director of Children's Ministries Episcopal Church of the Transfiguration Dallas, Texas

Episcopal Church of the Transfiguration seeks a creative and caring disciple of Jesus Christ to serve as part-time (2/3) Director of Children's Ministries (DCM). The DCM will encourage and support the Christian formation of children, from birth through fifth grade, and equip parents/guardians to foster the spiritual growth of their kids. The role is perfect for someone with a heart for sharing the love of God with children, who wants a flexible work schedule with excellent benefits.

Transfiguration is a thriving church of 1,200 members with a strong reputation for affirming inclusivity, beautiful worship and music, robust formation for all ages, and far-reaching outreach ministries. Our children's ministry supports over 50 children enrolled in Sunday School and centers around Godly Play, as a program and philosophy. We aspire to cultivate the spiritual imaginations of children and their families, and help them grow in the knowledge and love of the Lord.

The DCM serves in a formation team, led by a member of the clergy team. The DCM also collaborates with the rest of the staff, particularly the Rector and Director of Communications.

The Director of Children and Family Ministries will:

- Plan and coordinate the Godly Play program for children up to grade five, which includes recruiting, training, and equipping nearly 20 volunteers (average attendance is 20-25 kids per week)
- Coordinate weekly Children's Chapel during the 9:00 a.m. service (with support of clergy)
- Direct the childcare ministry for children aged 6 weeks to 3 years old, including the hiring, training, and management of nursery workers
- In partnership with the Director of Operations, ensure the care and readiness of all classroom spaces and childcare rooms
- Partner with clergy to prepare age-appropriate children for First Informed Communion (typically second grade)
- Select and produce weekly children's bulletins
- Ensure all ministry volunteers are certified in "Safeguarding God's Children," and all of the requirements are carefully observed
- Coordinate religious enrichment activities and family services for special seasons and holy days (e.g. Advent Festival, Christmas pageant, Lenten programs and worship, Easter celebrations).
- Plan and coordinate Vacation Bible School for approximately 40 children and 20 volunteers
- Create monthly opportunities for older elementary-aged children to engage in hands-on outreach (known as "Impact Kids")
- Collaborate with the Director of Communications to ensure effective communication regarding children's events and programs
- Create and maintain a budget for children's ministries, including related restricted accounts, in consultation with Associate Rector for Formation

- Assist clergy in providing pastoral support to families with children (e.g. cards, phone calls, emails)
- Attend staff meetings

We are seeking candidates who:

- Possess an abiding Christian faith and a passion for helping children grow as disciples of Jesus
- Possess skills for recruiting, coordinating, and empowering volunteers
- Are servant leaders and hopeful problem-solvers
- Are well-organized and enjoy collaborating with a large ministry team
- Are proficient with basic Office software (e.g. Word, Excel), social media, and email
- Have previous experience leading children's formation, with special preference for candidates who are familiar with Godly Play
- Are familiar with the beliefs and customs of the Episcopal Church
- Are ready to serve, and love families of all types

Compensation will be commensurate with skill and experience, with compensation range beginning at \$42,500. Additionally¹,

- Full individual healthcare, including medical and dental
- Six weeks PTO
- 12 weeks paid parental leave upon birth or adoption of a child
- 9% contributions to the Church Pension Fund
- Annual professional expense allowance and continuing education allowance

Candidates are invited to submit:

- a cover letter describing your passion for forming the Christian faith in children and why you are interested in this particular position
- resume (including references)

to the Rector, the Rev. Casey Shobe, at cshobe@transfiguration.net by July 15.

Clergy and members of Transfiguration are welcome to apply.

¹ Note: All compensation and benefits are offering according to relevant IRS, Episcopal Church, Diocese of Dallas, and parish policies and procedures.