

# **Family Ministry Coordinator**

Job Description

Full-Time

## **Summary**

St. James is a historic, vibrant, and growing downtown congregation with an excellent Day School in Baton Rouge, serving over 2000 members with an Average Sunday Attendance around 300. Three years ago, a dedicated group of parents reignited the family ministry program at St. James and involvement has been growing since. However, in order to take next steps in growing this important ministry, St. James seeks a dedicated and faithful leader. The Family Ministry Coordinator's job is to work with parishioners to envision creative and sustainable ministries for the children, youth, and parents of St. James.

## **Responsibilities**

### **I. Family Ministry Programs**

- Create an engaging and sustainable children's and youth ministry program through a network of volunteers and helpers that is in tune with the needs of the parish.
- Work with other staff to plan intergenerational opportunities for the whole congregation.
- Seek to keep children and youth at the center of the life of the church and to integrate their ministry with the rest of the congregation.
- Recruit, train, support, and empower adult volunteers in their ministry with children and youth.
- Provide fellowship and study opportunities for parents and families.
- Ensure the church nursery continues to be a place of love and nurture.
- Collaborate with the St. James Episcopal Day School when appropriate.
- Give support and guidance to the Acolyte program.

### **II. Administrative**

- Hire and manage all nursery workers.
- Help ensure all Family Ministry staff and volunteers adhere to the diocesan Safeguarding God Children policies.
- Attend regular staff meetings.
- Keep regular office hours where duties include assisting with congregational communications through written announcements, social media posts, photography, and periodic articles for church publications.
- Perform other duties as may be requested or required within the scope and intent of the Family Ministry Coordinator.

### **III. Community**

- Serve as an ambassador of St. James within the Baton Rouge community and the Episcopal Diocese of Louisiana.
- Play an active role in the life of the parish.

## **Education and Experience**

Familiarity with the Episcopal Church or willingness to learn; Bachelor's degree from accredited college or university; and three or more years of experience in children/youth programming or education.

### **Skills and Strengths**

St. James seeks a compassionate person who is a natural leader. A strong sense of discipleship, integrity, maturity, and work ethic are important for this position. This person needs to be comfortable talking and teaching about aspects of our faith. This person must be able to work alongside parents and other adults in the ongoing visioning of our ministries. The ability to delegate and strong organizational skills are vital.

### **Salary & Benefits**

- Competitive Salary
- 403b matching retirement plan
- Major medical individual health coverage (spouse and family coverage offered at an additional cost to the employee)
- Paid leave for vacation, sick leave, and continued education

### **To Apply**

Interested candidates are asked to send a cover letter and resume by March 31, 2019 to:

[search@stjamesbr.org](mailto:search@stjamesbr.org)

or

Family Ministry Coordinator Search  
St. James Episcopal Church  
205 N. Fourth St.  
Baton Rouge, LA 70801