

# **Children's Ministry Leader (part-time)**

*Union Avenue Christian Church, St. Louis, MO*

## **JOB SUMMARY**

Union Avenue is seeking a part-time Children's Ministry Leader, working approximately 8-10 hours per week (~3 to 4 on Sundays mornings, the rest as planning and preparation during the week). This person will work with our team of lay leaders and volunteers to create and provide an environment of faithful, loving, and responsible care and Christian education for the children of our church as part of Sunday morning programming. Salary: \$5,000 to \$7,500 per year, commensurate with experience and education. This position is paid on a semi-monthly basis.

## **RESPONSIBILITIES AND DUTIES**

- 1) Lead and manage children's/youth ministry, Pre-K through 8th grade:
  - Oversee children's ministry on Sunday mornings year-round (9:00 a.m. arrival; 9:30 am Sunday School & 10:45 a.m. worship service)
  - Oversee all children's special events (such as the Advent Festival, Easter Egg Hunt, and occasional summer near-by field trips during Sunday School hour)
  - Select and acquire appropriate children's curriculum and materials each season, with the help of the Faith Formation Team and the approval of the Senior Minister
  - Prepare, delegate, and distribute weekly lessons with staff and volunteers
  - Support staff and volunteer needs; address issues as they arise
  - Recruit, develop, and provide direction to all teachers and caregivers, paid or volunteer
  
- 2) Serve as member of church staff:
  - Meet regularly with the Faith Formation Team and the Senior Minister
  - Coordinate yearly calendar of events and curriculum schedule
  - Recommend and assist in preparation of annual children's ministry budget
  - Make expenditures for supplies, materials, equipment and events as authorized
  - Participate in facility upkeep and communicate improvement needs
  - Create and oversee policies and procedures to provide a safe environment for children
  - Communicate vision and purpose of children's ministry to the congregation
  - Collaborate with parish administrator (and rector as needed) regarding scheduling, recruitment, hiring & development of staff and volunteers
  - Other duties as assigned

## **QUALIFICATIONS AND SKILLS**

Union Avenue seeks an individual with a passion for serving children and their families to lead our Christian education and childcare for children and youth, with the aim that this ministry will grow with the children over the following years.

*An exemplary candidate will have the following qualifications:*

- A strong sense of pastoral calling to nurture and shape children in the Christian faith, to support and equip parents to raise their children in the faith, and to pray for the children and their families

- Ability to work under direction of church staff, and to work as part of a team
- Leadership abilities, and willingness to oversee and manage several volunteers
- Vision, excited about developing innovative programs and equipping staff
- Flexibility in working with families with widely varying schedules
- Experience in education and/or childcare, along with training in child development; preferably with a college degree
- Ability to communicate the Christian faith to children and their families with enthusiasm and joy
- Comfortable with technology, as well as managing budget

## **ABOUT UNION AVENUE**

Union Avenue Christian Church is an Open & Affirming congregation of the Christian Church (Disciples of Christ), a mainline Protestant denomination in the U.S. and Canada which values diversity of thought and welcomes all people. Located in the Central West End of St. Louis just north of Forest Park since 1904, we are a community where diverse hearts and minds come together to worship God and to become biblically informed, socially responsible, artistically alive, and to demonstrate Christ's love. Situated right on the Delmar Divide (Union and Enright Aves.), we are committed to the work of anti-racism and pro-reconciliation as part of our social justice ministry. We house several artistic groups (*e.g.* Union Avenue Opera, West End Players Guild, Missouri Women's Chorus, Gretchen Brigham Gallery) and are partnered with numerous justice-oriented non-profit agencies in STL. We believe that together we can build a community that celebrates possibility and the promise of love for one another.

## **CONTACT INFORMATION**

Rev. Michael N. Riggs, Senior Minister

[rev.michael@union-avenue.org](mailto:rev.michael@union-avenue.org)

(314) 361-8844 office

Union Avenue Christian Church

733 Union Blvd.

St. Louis, MO 63108

<http://www.union-avenue.org>