



ROLE: ASSISTANT DIRECTOR OF CHILDREN AND FAMILY MINISTRY

DEPARTMENT: FORMATION

REPORTS TO: DIRECTOR OF CHILDREN AND FAMILY MINISTRY

WORK HOURS: FULL-TIME, MON-THURS 8:30AM – 4:30PM (some Wednesday evenings during school year), SUNDAYS 8:00AM – 12:30PM

WHOM WE SEEK:

We seek a talented and committed team player with a passion for Christian Formation, a love of children, and excellent attention to administrative details.

DUTIES AND RESPONSIBILITIES:

- Work with volunteers and staff to create programs and events for children and families, including Sunday School, Mission and Outreach, Vacation Bible School, family fellowship, special events, worship, and others as requested
- Ensure that programs and events are well promoted through our website, bulletins, social media, print, and email communications
- Provide a vibrant, Christ-centered learning environment for the children and families of Saint Michael and All Angels (Saint Michael)
- Work collaboratively with all Saint Michael and Saint Michael Episcopal School staff to promote positive, healthy working relationships
- Collaborate with Saint Michael members to develop best-in-class programs
- Teach Sunday morning classes when needed and be present on Sunday mornings in worship and around the Sunday Formation classrooms
- Coordinate volunteer recruitment, support and guidance
- Attend weekly Sunday morning worship services and be engaged in the parish life of Saint Michael
- Collaborate with staff colleagues across departments and attend meetings required of this position

WE EXPECT OUR ASSISTANT DIRECTOR OF CHILDREN AND FAMILY MINISTRY WILL BE...

- Aligned with our Core Focus: “Build Christian disciples for a transformed community”
- Committed to our staff core values: collaborative, loyal, effective, kind, and growth-oriented
- A dependable, energetic achiever who holds herself/himself to high standards of job performance, spiritual engagement, and ethical behavior
- A faithful Christian with a vibrant, growing faith

- Passionate about children and family ministry
- Episcopalian, or if not Episcopalian, supportive of the Episcopal tradition and worship
- A dependable, energetic achiever who holds herself/himself to high standards of job performance, spiritual engagement, and ethical behavior
- A leader, teacher, and organizer of volunteers
- A person with a warm personality who genuinely enjoys being with people
- An effective verbal and written communicator with excellent interpersonal skills

CORE COMPETENCIES:

- Able to facilitate the formation of children and families in accordance with our four pillars of discipleship: Pray, Learn, Serve, Give
- Must enjoy interacting with children and families
- Excellent collaborative and problem-solving abilities
- Fluent with the Microsoft Productivity Suite, including Excel, Outlook, and Teams
- Skilled in digital and social media – platforms include Instagram, Facebook and Mailchimp

If you would like to apply, please submit a letter of interest and resume to Melisa Bray, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or mbray@saintmichael.org (reference "Assistant Director of Children & Family" in the subject line). No phone calls, please.

Salary and benefits are competitive and commensurate with experience.