



ROLE: Early Childhood Ministry Coordinator
DEPARTMENT: Children and Family Ministry
REPORTS TO: Director of Children and Family Ministry
OVERSEES: Nursery, staff, and volunteers
WORK HOURS: Wednesdays 8:30 A.M. – 4:30 P.M. and holidays (including Christmas Eve and Easter) as needed
START DATE: September 2026
COMPENSATION: \$10,400 annually

WHOM WE SEEK

The mission of Saint Michael and All Angels Episcopal Church (“Saint Michael”) is to build Saint Michael seeks to provide families and children with the tools they need to grow into faithful disciples of Christ. This position will assist the Children and Family Ministry and Saint Michael in their goals, focusing on building a faith foundation for Saint Michael’s youngest members.

DESIRED RESULTS/IMPACT OF THIS POSITION

- Develop teams of staff and (eventually) volunteers for Early Childhood Sunday mornings and Wednesdays that will care for the next generation to become followers of Jesus.
- Responsible for the coordination, implementation, and logistics of all Saint Michael Early Childhood ministry plans, working alongside the Children and Family Ministry team and classroom teachers to provide a safe and nurturing environment where young children can learn, share, play, and develop their faith.

DUTIES AND RESPONSIBILITIES:

- Manage and coordinate classroom anchor caregivers for all childcare needs on Sundays and Wednesdays
- Develop/Equip/Encourage children and families in partnership with the clergy and staff team
- Schedule weekly teachers and, eventually, volunteers
- Develop and plan curriculum alongside clergy and staff team
- Communicate with parents, volunteers, and staff regarding the Early Childhood Ministry program
- Implement curriculum needs (crafts, snacks, teaching supplies, organizational needs, etc.)
- Communicate supplies needed to Coordinator for Formation Ministries for ordering
- Serve as a welcoming presence to all families who attend Sunday and midweek ministry gatherings alongside Children and Family Ministry team
- Develop strong and trusting relationships with families
- Actively participate in the larger ministry of Children and Family Ministry and Saint Michael Church

WE EXPECT OUR EARLY CHILDHOOD MINISTRY COORDINATOR WILL:

- Be committed to Saint Michael’s core focus: “Building Christian disciples for a transformed community”

- Embody Saint Michael's core values: collaborative, loyal, effective, kind, and growth-oriented
- Be a dependable, energetic achiever who holds themselves to high standards of job performance, spiritual engagement, and ethical behavior
- Be dedicated to maintaining a safe and healthy environment for all children in their care
- Possess strong organizational, planning, and leadership skills
- Be a creative, energetic self-starter
- Be familiar with biblical stories, child development, safety procedures
- Able to work within a budget
- Communicate effectively with parents, children, and volunteers both verbally and in written form
- Be flexible and quick thinking
- Able to lift 40-50 lbs. (the weight of a young child)
- Be willing to arrive early for classroom set up and confirm teacher/volunteer coverage for the day
- Receive a clear background check and complete all required Safe Church (abuse prevention) training

CORE COMPETENCIES

- Education: Bachelor's degree preferred, not required
- Experience: At least one year of experience in children's ministry or other childcare environments
- Knowledge and Skills: Microsoft Office, database management, time management, ability to maintain staff and volunteer scheduling, classroom and child safety management

If you would like to apply, please submit a letter of interest and resume to Susan Mills, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or smills@saintmichael.org (reference "Early Childhood Ministry Coordinator" in the subject line).

No phone calls, please.