



# CHRIST THE REDEEMER

1415 Pelhamdale Avenue, Pelham, New York 10803

The Rev. Matthew Hoxsie Mead, Priest & Rector

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## **Job Description, June 4, 2025** **Director of Children's & Family Ministries**

*Christ Church is seeking a part time Director of Children's & Family Ministries who will oversee the Parish's ministries for families with young children. The ideal candidate is someone who brings positive energy and creative ideas to oversee all aspects of Christian discipleship of children from birth through 12<sup>th</sup> grade. We are seeking someone whose vision of children's ministry meets the needs of our vibrant and growing congregation.*

### **Job Description**

- **Communication and Engagement:** Communicate regularly with parents, build relationships, and provide resources for spiritual training at church and home. Engage and reengage families from our current congregation. Welcome new families from the wider community.
- **Program Development and Implementation:** Develop, plan, and implement age-appropriate programs including Sunday School, Youth Group, Confirmation Class, Vacation Bible School, the Christmas Pageant, and other special events.
- **Volunteer Recruitment and Management:** Recruit, train, and supervise volunteers to support children's and family ministries and programs.
- **Basic Digital Communication Skills:** Work with the Rector and staff to manage the member database and communicate digitally with families and volunteers.
- **Financial Management:** Manage the children's ministry budget and resources.
- **Safety and Protection:** Comply with all child safety and protection policies and procedures of the parish and the Episcopal Church.
- **Partnership and Collaboration:** Collaborate with other church staff and leadership to integrate children's ministry into the broader church mission. The Director of Children's & Family Ministries reports directly to the Rector.
- **Pastoral Care:** Be a pastoral presence to children and their families and within the congregation and community.
- **Program Evaluation:** Evaluate the effectiveness of programs and make necessary adjustments.

### **Days / Hours (about 7 hours a week during the academic year)**

- About 3 hours on Sunday mornings for Sunday School.
- About 2-3 per hour week on Sunday or weekday evenings for Youth Events.
- About 1-2 hours per week for planning / communication / team building / staff meeting.
- Note: Must be present for Christmas and Easter family events.
- Note: Vacation Bible School meets for three weekday mornings in August.

### **Salary and Program Budget**

- Salary: \$15,000 per year.
- Program Budget: \$5,000 per year.

### **Children & Families at Christ Church**

Christ Church is the Episcopal Church in Pelham, New York. Our congregation draws from Pelham, New Rochelle, Mount Vernon, and the Bronx, and includes people from diverse denominational and cultural backgrounds. Christ Church is committed to continue supporting and growing our family ministries. We offer a variety of Children's and Family ministries and programs, and we are actively growing all of these ministries. The following metrics are helpful for understanding the size of our program and parish:

- 670 total members (about 370 of those are active)
- 50+ active members between ages 4-10
- 20+ active high school age members
- 3-15 children in Sunday School each week
- 25+ children participated in Vacation Bible School and the Christmas Pageant in 2024-2025
- 6 Confirmation class teens in 2024-2025
- 6 Children's Choir members in 2024-2025
- A half dozen devoted volunteers and teachers
- Our clergy and staff includes Priest/Rector, Deacon, Administrator, Director of Music, Director of Adult Education, two Sextons, Sunday Nursery Care, Bookkeeper, Property Manager, and numerous volunteers.
- Our current Director of Children's and Family ministries is leaving for Seminary in summer of 2025 after two years on staff at Christ Church.

### **Applications**

Please send a one-page cover letter expressing your interest and resume to the Rev. Matthew Mead, Priest & Rector, at [matthew@christchurchpelham.org](mailto:matthew@christchurchpelham.org)