



CHRIST CHURCH PELHAM
1415 Pelhamdale Avenue
Pelham, New York 10803
www.christchurchpelham.org
914.738.5515 (office)

Director of Children's & Family Ministries
Job Description, June 15, 2026

Job Description Summary

The Director of Children's & Family Ministries is a part-time staff member responsible for leading and growing Christ Church's ministries for children, youth, and their families. Working closely with the Rector, this person will build relationships with families, oversee programs such as Sunday School, Youth Group, Confirmation, Vacation Bible School, and special events, recruit and support volunteers, and help nurture the spiritual formation of children from infancy through high school. The Director of Children's Ministry is expected to be present on Sunday mornings during the academic year when Sunday School is in session, one evening each week for Youth Group programming, and at special events such as the Christmas Pageant, Vacation Bible School, and other family ministry activities.

The ideal candidate is an energetic, creative, and faithful leader who can recruit and organize volunteers, foster a welcoming community, strengthen family engagement, and support the parish's commitment to growing its children's and family ministries.

About Christ Church

The Parish of Christ the Redeemer (known as Christ Church) is the Episcopal Church in Pelham, New York. Our congregation draws primarily from Pelham, New Rochelle, Mount Vernon, and the Bronx, and includes people from diverse denominational and cultural backgrounds. Learn more by visiting our website: www.christchurchpelham.org

Salary

\$15,000 annually

Detailed Job Description

The Detailed Director of Children's & Family Ministries Job Description is below.

How to apply

Please email a PDF cover letter, resume, and three references to our Search Committee:

search@christchurchpelham.org

Detailed Job Position

Responsibilities

- Build meaningful relationships with children and families through regular communication, hospitality, and pastoral presence.
- Plan, lead, and oversee age-appropriate programs, including Sunday School, Youth Group, Confirmation, Vacation Bible School, the Christmas Pageant, and other special events.
- Recruit, train, coordinate, and support volunteers serving in children's and family ministries.
- Weekly and effective communication to families and volunteers using parish databases and digital communication tools.
- Manage ministry budget (\$5000), materials, and resources responsibly.
- Ensure compliance with all parish and Episcopal Church child protection policies and procedures.
- Collaborate with clergy, staff, and lay leaders to support the parish's mission and strengthen family engagement.
- Regularly assess ministry programs and implement improvements to support continued growth and effectiveness.

Weekly Schedule during the academic year (approximately 6 hours per week)

- Every Sunday morning during the academic year (except holidays) to lead 10am Sunday School and support children's and family ministry activities. Approximately 2 hours each week.
- One evening each week to lead Youth Group or co-lead Confirmation class. Approximately 2 hours each week.
- Office/home planning, communication to families, and volunteer coordination,. Approximately 1-2 hours each week.
- Attend weekly 10am Wednesday staff meetings on Zoom or in-person. Approximately 30 minutes each week.

Special Events

- Attendance at major family ministry events, including Christmas and Easter celebrations, is required.
- Vacation Bible School takes place over three weekday mornings each August.

Statistics for Children's Ministry & Parish life

- 400 active members
- More than 30 active children ages 4–10
- More than 25 active high school students
- Weekly Sunday School attendance of 3–15 children
- More than 25 children participating annually in Vacation Bible School and the Christmas Pageant
- 7 Children's Choristers (led by our Director of Music)

Salary & Human Resources Information

- \$15,000 per year, payable biweekly.
- Summers mostly off, except attendance at staff meeting and overseeing Vacation Bible School and monthly Youth Event.
- Employee agrees to complete Safe Church and Anti-Racism training and submit to a standard background check as required by the Episcopal Diocese of NY.

How to apply

Please email a PDF cover letter, resume, and three references to our Search Committee:

search@christchurchpelham.org