

Trinity Episcopal Church
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Children's Ministry Coordinator
Job Description

Salary based on experience

The Children's Ministry Coordinator position will be a part-time, 20 hr/wk, salaried, staff position. This person is to be a member of, or have a working knowledge of, the Episcopal Church, serving as a Christian leader and minister to the children and people of Trinity Episcopal Church, through the following:

- Oversee the scheduling and implementation of all Children's Ministry activities including, but not limited to, Sunday School, Children's Chapel, Nursery workers, and Christmas Pageant.
- Coordinate and oversee Vacation Bible School, working with a volunteer VBS director
- Coordinate the recruitment of teachers and volunteers for all Children's Ministry events
- Plan children's events for Parish Retreat at Camp McDowell
- Buy and/or order supplies for all functions of Children's Ministry
- Work as part of a team, functioning as a full member of the parish staff, reporting to the Rector
- Work in conjunction with the Rector to choose appropriate curriculum for Sunday School and VBS programs
- Attend weekly staff gatherings
- Attend training and comply with all diocesan regulations as required by the Diocese of Alabama

Consideration for this position requires the following:

- Experience in planning for and working with Children's Christian Education
- Knowledge of the worship and liturgy of the Episcopal Church
- Experience in developing, managing, and executing a budget
- Ability to communicate via email and internet
- Excellent verbal and writing skills
- Other related items as directed by the Rector

The work schedule for how this position will divide the 20 working hours in the office will be determined in cooperation with the Rector.