CHRIST THE KING
ANGLICAN CHURCH

Position Description

TITLE:	Children's Ministry Director
REPORTS TO:	The Rector
TIME COMMITMENT:	FT (negotiable)
SALARY RANGE:	$50,000-$55,000 (annually)

POSITION SUMMARY

Christ the King is an Anglican church in the evangelical tradition. The church exists because Christ is worthy of our worship; we cannot follow Him alone; and the world is lost without Him. The church's priorities are to: Exalt Christ in worship; Grow in Christ as family; and Make Christ known in our community. Average Sunday attendance is 350 souls, including 50-60 children, with approximately eight full time staff members. The church holds two Sunday morning services with an Education & Formation period in between.

The Children's Ministry Director provides oversight for all children's programs and ensures compliance with the safeguarding policies of the Anglican Diocese of the Mid-Atlantic. The director hires, recruits, and schedules paid childcare staff while also recruiting and scheduling volunteers.

Other responsibilities include: budget management, classroom maintenance, website maintenance, monthly newsletters, annual VBS program and annual Christmas Pageant.

DUTIES AND RESPONSIBILITIES

- Direct Sunday morning programs for children, including nursery and toddler care, Children's Church, Education and Formation and First Communion
  - Select curriculum with rector
  - Recruit, train, schedule and support volunteer staff
- Direct special annual events
  - Vacation Bible School
  - Christmas Pageant
- Manage paid staff
  - Supervise the paid childcare staff team and hire as necessary
- Maintain physical space and ensure safe environment
  - Organize, stock and clean rooms
  - Maintain up-to-date background checks and training for staff and volunteers in compliance with the Anglican Diocese of the Mid-Atlantic
- Other responsibilities
  - Publish and distribute monthly newsletters
  - Engage and orient new families
  - Provide parishioner pastoral care as needed
  - Update website quarterly
  - Record and maintain attendance and volunteer rosters

CHRIST THE KING
ANGLICAN CHURCH

QUALIFICATIONS

- Supportive of the vision and values of Christ the King
- Familiar with Anglicanism
- Experience in teaching and program management
- Able to interact and communicate with families
- Highly organized

Interested parties should send resume and cover letter to admin@ctkalexandria.org