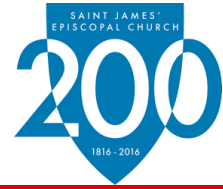




**Saint James' Episcopal Church**  
73 Culpeper Street, Warrenton, VA 20186  
540-347-4342  
[admin@saintjameswarrenton.org](mailto:admin@saintjameswarrenton.org)



## Director of Family Ministries - Job Description Saint James' Episcopal Church, Warrenton, VA

The Director of Family Ministries facilitates family and youth engagement at Saint James' Church by drawing our church community closer to God and closer to one another through the spiritual formation of children, youth and families. The Director coordinates Sunday School, Middle and High School Youth Groups, VBS and community outreach for the church.

Additionally, the Director is part of the religious education team of Saint James' Episcopal School. The Director oversees all school-based church services, teaches K-2 students using Godly Play curriculum and works with fifth grade students on their year-long service projects.

This position is part-time, requiring approximately 20 hours per week. We hope to fill the position immediately. Interested candidates should send a brief cover letter and résumé to [rector@saintjameswarrenton.org](mailto:rector@saintjameswarrenton.org). Please reference Director of Family Ministries in the subject line.

### ROLE AND RESPONSIBILITIES

#### Church

- Recruit, lead and coordinate teachers and volunteers in the Children, Youth and Family Ministries
- Facilitate education (Sunday School, VBS, Youth Group, Mission Trip Preparation, Confirmation) of Family Ministries stakeholders, including activities around Christmas and Holy Week
- Coordinate schedules and train education volunteers
- Develop and direct children and family outreach opportunities
- Serve as an advocate for Family Ministry with staff, congregation and lay leaders

#### School

- Oversee and manage student participation in the monthly K-5 Eucharist and assist the Rector with the monthly K-2 instructional Eucharist.
- Provide monthly religious education for K-2 students, utilizing Godly Play curriculum.
- Work with the fifth grade class on the development and implementation of their year-long service projects, including their final presentation to the School.

#### Administration

- Ensure appropriate supplies are available to teachers and volunteers
- Manage communication with Children, Youth and Families using a variety of technology and social media
- Lead recruitment, interviewing and screening of volunteers and teachers
- Lead curriculum training for Sunday School, VBS, Youth Group, Mission Trips, Acolytes and other activities
- Assist and participate in budget development, implementation and management for Children, Youth and Family programs
- Attend church staff meetings

#### QUALITIES SOUGHT IN A QUALIFIED CANDIDATE

- Passion for working with children, youth and families
- Strong interpersonal skills with demonstrated written and oral communication skills
- Proven ability to leverage and mobilize volunteers and build community
- Proven planning and organization skills
- Ability to utilize & leverage technology and social media to communicate appropriately
- Flexible and adaptable