



making God's love visible in downtown Memphis

Director of Children & Family Ministries

Calvary Episcopal Church
Memphis, Tennessee

PARISH DESCRIPTION

Calvary Episcopal Church is a vibrant, thoughtful community that has been committed to making Christ's love visible in downtown Memphis since 1832. At Calvary, you'll find people from all walks of life who seek to live out the commandment to love God with heart, soul, mind, and strength, along with loving your neighbor as yourself. We are known for our strong worship, formation, and service to others.

POSITION DESCRIPTION

- Full time position (40 hours per week, including Wednesday nights and Sunday mornings), 4 weeks and 4 Sundays paid vacation, 2 weeks continuing education plus allowance
- Responsible for formation programming for infants through fifth grade children and their families
- The children and family ministries director reports to the associate rector of formation

PRIMARY RESPONSIBILITIES

- Establish a faith community of and for children and their families
- Plan and lead weekly children's formation on Wednesday evenings, Sunday mornings, and other times
- Facilitate children and family centric events (including special events, camps, retreats, etc.)
- Manage nursery and oversee nursery workers
- Actively coordinate with the director of youth ministries, associate rector of formation, and organist/choirmaster to ensure continuity in faith formation

- Work with Calvary staff to actively imagine opportunities to integrate children's formation and participation with other Calvary ministries
- Create meaningful milestones for children in faith formation
- Recruit and manage a team of volunteers to assist in facilitating children's and family programming
- Project a warm and welcoming presence to newcomers to invite them into children and family ministries
- Regularly communicate with the children's and family ministry community via consistently scheduled emails, newsletters, social media engagement, etc.
- Measure progress towards ministry goals through regular tracking and reporting

QUALIFICATIONS & GIFTS

- Baptized and confirmed Christian, actively engaged in a worshipping community, who is at home in the beliefs and practices of the Episcopal Church
- Bachelor's Degree or higher
- Passion for educating and nurturing the children of the Church
- Self-motivated, organized professional with excellent planning skills
- Flexible and able to adapt quickly to changing conditions during Covid-tide and beyond
- Positive, creative individual experienced in working with children
- Commitment to continuing education in formation ministry

SUBMISSION REQUIREMENTS

Please submit cover letter and resume to the Rev. Katherine Bush, associate rector for formation, at kbush@calvarymemphis.org by May 31, 2022.