

Job Description: Director of Children's Ministries

(Quarter-time position)

St. Augustine by-the-Sea is an inclusive and progressive Episcopal Church in Santa Monica, CA with a youth and family program in need of some love and attention. We are looking for a dynamic Director of Children's Ministries who loves children and will focus on the spiritual development and formation of our young people.

Responsibilities:

- **Staffing:** Recruit, train and assign Sunday School teachers from within the congregation. Participate in classrooms routinely to uphold our standards for a quality educational experience for our children.
- **Planning:** Select suitable curriculum and other educational materials, in consultation with clergy, teachers, and parents. Develop action plans for children's ministries beyond Sunday School (e.g. outreach projects, field trips, etc.). Plan for space allocation and procure and secure equipment and supplies.
- **Budgeting:** Administer all funds budgeted for Children's Ministries. Work with the Rector and Treasurer to develop budgets in anticipation of future needs. Observe practices of good fiscal management, consistent with the policies and procedures of St. Augustine's.
- **Communication:** Communicate routinely with parents in a variety of formats (e.g. telephone, email, website, social media, verbal announcements at worship, church bulletin, etc.). Meet routinely with clergy and office staff and, as needed, with the Vestry. Attend the annual Vestry Retreat.
- **Presence:** Provide spiritual support and guidance. Be enthusiastically present at children's events. Be a cheerleader for young people.
- **Advocacy:** Actively advocate for children's full participation in the life of the parish and beyond (deanery, diocesan, and national church events).
- **Supervise:** Our nursery care providers for Sunday mornings and special events

Compensation:

- \$12,000 (negotiable)

Send resumes and references to the Rev. Nate Rugh at nate@saint-augustine.org