

Grace and Holy Trinity Episcopal Church

8 N. Laurel Street
Richmond, VA 23220

www.ghtc.org

Open Position: Part-Time (25 hours a week, year around) Coordinator of Children, Youth, and Family Ministries.

General:

Grace and Holy Trinity Church is pleased to announce an opening for the position of Coordinator of Children, Youth and Family Ministries. We seek a prayerful, dynamic, and motivated leader to help lead our church forward. Experience in and a knowledge of the variety of approaches to Christian formation in the 21st century as well as an ability to research, implement, and evaluate programs is highly valued.

The person in this position will be a strong administrator and dedicated to recruiting and supporting volunteers and leadership teams while discerning the best structure to employ in support of our strategic plan as it relates to Christian formation. (Please follow this link to learn more about the strategic plan: <http://ghtc.org/wp-content/uploads/2015/12/Strategic-Plan-12.8.15.pdf>)

Knowledge of churches with a liturgical tradition of worship a plus. At Grace and Holy Trinity Church, members come from 30 zip codes...literally across metropolitan Richmond...and gather on Sundays for breakfast, worship, and education. Sundays are "prime time" for this congregation, and most of the programing occurs at that time.

Principal Duties and Responsibilities:

On Sundays the following programs will be supervised by the Coordinator

*Nursery (two paid workers who typically serve from 8:30 a.m. until 12:15 p.m.) This position is also responsible for scheduling nursery workers for all other programs of the church that need such care and for special services, such as the early service on Christmas Eve.

*Godly Play at the CrossRoad's Service (8:45 a.m.) Children gather in the chapel during the sermon for this. This service is designed to be especially inclusive of children. We would like to develop a team of adults who could lead Godly Play.

*Godly Play is also offered during the liturgy of the word at the Classic Service (11:00 a.m.) This is currently led by part-time paid helpers.

*Classes for children and younger youth, from 10:00 a.m. to 10:45 a.m. Staffed by volunteers

*Youth classes (10:00 a.m. to 10:45 a.m.) and programs or activities. Currently we enjoy the services of Paul Evans who works 10 hours a week with our high school youth. The Coordinator would supervise this person.

*Intergenerational programs are offered from time to time on Sundays.

Periodically other programs occur outside of Sundays, such as a picnic on the River in the Fall and the Christmas pageant (held on a Sunday afternoon). During the summer many of our Sunday morning programs are not held, but we hope to find creative and effective ways to engage children, youth, and families over these months so that Christian formation occurs year around.

The Coordinator will participate in weekly program staff meetings (currently held at 9:30 a.m. each Tuesday) and will also be expected to design and implement programs in collaboration with other staff members as the need arises. Administrative staff support is available and the Coordinator will be given the use of a networked computer.

Reporting and Staff Structure:

The Coordinator is supervised by and reports to the Rector. The nursery workers, Godly Play assistants, and the Youth Minister report to the Coordinator.

Compensation, Schedule, Benefits:

The position is part-time, 25 hours a week, with an anticipated schedule of 5 hours per day, Sunday through Thursday. Competitive salary with paid vacation. The position is eligible for some benefits which are administered by the Diocese of Virginia and the Episcopal Church.

Send resume and cover letter to Grace & Holy Trinity Church by email only to The Rev. Bollin M. Millner, Jr. at bmillner@ghtc.org