



St Thomas'

EPISCOPAL CHURCH

Rochester, New York

Who We Are

St. Thomas' Episcopal Church is a welcoming spiritual community located in Rochester, NY. We are dedicated to following the teachings of Christ Jesus. We grow through learning, celebrate joyful worship, and serve our neighbors.

St. Thomas' Children's Minister

St. Thomas' seeks a person who is passionate about sharing God's love with our youngest souls. As a collaborator and team player, the children's minister will support the parish in providing opportunities for the parish to nurture faith formation and relationship among families with young children and intergenerational connections within the parish. Under the direction of the Rector, the children's minister will cultivate an appreciation for larger vision and ways to implement the mission and vision of St. Thomas'. By sharing in regular staff meetings, this person will share in leadership of the parish as a team player, working and supporting each other in prayer and ministry. This position must be well-versed in, and able to practice confidentiality.

This is an hourly position. Approximately 10 – 15 hours per week.

Essential Functions and Basic Duties:

Administration:

- Knowledge of computer and software (browser, email, website)
- Work in conjunction with the rector, staff, and various parish groups to enhance Sunday school offerings and encourage inter-generational activities
- Plan and lead Sunday school committee meetings
- Purchase and set up supplies for the above parish-wide events that include children
- Monitor and maintain needed supplies in the Sunday school office
- Oversee attendance for nursery and church school

Communication:

- Write a weekly update for the Parish Weekly
- Send emails to families to keep in touch and share what is happening

Community Building and Welcome Incorporation:

- Follow up with new families with children
- Oversee teaching schedule and follow up when needed

Leadership:

- Direct and help in parish wide events that include children
- Review lesson for the week, edit materials when needed
- Set up the Sunday school classroom for that week's lesson
- Recruit and train new teachers
- Attend Tuesday morning staff meetings

Miscellaneous Tasks:

- Provide coloring sheets for the "pray ground" during the service and straighten up the "pray ground" area after the service
- Straighten up and clean the nursery after the services