

## **PART-TIME DIRECTOR OF FAMILY MINISTRIES**

The Church of the Holy Trinity (CHT) is seeking a part-time Director of Family Ministries. This role provides care, education, spiritual guidance, and special programming for children of all ages, youth, and their caregivers.

The Director of Family Ministries is a caring, collaborative and family focused leader in the church. The ideal candidate has experience creating safe, nurturing environments where children and families learn and grow in their Christian faith. We are looking for someone with vision to build upon the foundation of our existing Family Ministries, expand our programs, and increase family participation.

### **Primary responsibilities include:**

- Oversight of Family Programming
  - Supervising the Nursery and Sunday School curriculum
  - Creating and coordinating family-oriented programs and special events that will build community and engage new participants
  - Supervising 2 childcare workers
  - Managing the budget, supplies and libraries for Families and Youth of CHT
- Building on current programs & expanding vision
  - Recruiting volunteers to help create and lead programs
  - Communicating with families using multiple media - email, text, phone calls, in person visits
- Collaboration & Coordination with Staff and Rectors (head of staff)
  - Logistics, programming and promotion
  - Attending staff meetings, worship planning, and other meetings as needed
  - Overseeing Safe Church trainings, certification and clearances for volunteers and staff

### **Required Experience, Knowledge, & Skills:**

#### Experience:

- Teacher, previous work with children/youth/parenting, or similar experience preferred
- Previous supervision of staff and volunteers
- Familiarity with curriculums: Lego Brickworks, Godly Play or Teen Compass, a plus

#### Knowledge:

- Comfortable with their own Christian faith and willing to share it with others
- Understanding of the Episcopal traditions or similar traditions a plus
- Strong understanding of family dynamics
- Familiarity with the curriculum of Lego Brickworks, Godly Play or Teen Compass, a plus
- Welcoming, accepting, and loving of all - supportive of LGBTQIA+ members, committed to practicing and teaching anti-racism, and social justice oriented

#### Skills:

- Excellent written/oral communication skills, adept with Microsoft Office suite and social media savvy
- Creative and crafty, successful at planning and executing programs and events
- Able to deliver in-person programing, as well as virtual or hybrid programs through Zoom or similar technologies

The position is based out of our Parish House and Church located on Rittenhouse Square in Philadelphia and requires 24-28 hours per week. Salary range is \$30,000 o \$40,000, depending on hours and experience. Paid time off and retirement savings and investment plan with employer match are available.

**About Church of the Holy Trinity:**

The Church of the Holy Trinity has gathered together in Episcopal worship and service in Rittenhouse Square, Philadelphia since 1857. We seek to be a joyful, holy, and healing place focused on connecting with God, our neighbors, and ourselves. Whoever you are, and whatever your background, we open our doors wide to you. Our belief is that children are our leaders now, not only in the future, and we have incorporated them into the leadership of the church in various ways. Through the pandemic we have stayed connected and even grown our family community, adapting to virtual programming. The Director of Family Ministries is vital in supporting and growing our children and family community as we look towards the future and plan to return to in-person programming this Fall.

To apply for this position send resume, cover letter and references to: **applications@htrit.org**

**Application period:** July 20 - August 20, 2021