

## **St. Stephen's Anglican Church**

### **Position Description**

Title: Minister to Children and Families  
Reports to: Rector  
Status: Full-time, salaried  
Date: August 15, 2025

### **Position Summary**

The Minister to Children and Families leads a staff and lay ministry team that guides children to a deeper relationship with Jesus Christ and one another. This position is both highly relational and highly administrative. The MCF sets vision, defines strategy, and implements a growing, transformative ministry that helps children love Jesus, love his word, and love his church. Children's Ministry at St. Stephen's should be varied, exciting, and inviting so that children with different interests find a place of connection in the ministry and the church. The MCF also provides leadership for a mission-focused ministry that reaches beyond St. Stephen's to impact children and their families outside the church in the community we serve.

### **Duties and Responsibilities**

**Discipleship** – The primary role of the Minister to Children and Families is to facilitate the spiritual formation of children, birth through fifth grade. This happens by providing engaging developmentally and age appropriate discipleship opportunities. The MCF has experience with and artfully implements best practices in Children's Ministry at St. Stephen's. Because discipleship occurs primarily within Christian families, the MCF also intentionally equips and supports parents discipling their children.

**Community Building** – Living in community with our brothers and sisters in Christ is a core component of discipleship and life in the church. In support of this, the Minister to Children and Families builds strong relationships with children, their families, and lay ministers involved in the ministry. The MCF also understands that Children's Ministry activities help children build and foster relationships with one another to the end that they have a sense of belonging and friendship at church.

**Outreach** – In addition to equipping and supporting our church family and children, the Minister to Children and Families looks beyond St. Stephens to those in the broader community, creatively seeking ways to engage them with the grace and love of Jesus Christ. Therefore, Children's Ministry events and activities are designed not only to serve our parishioners, but also created to be a front door to the ministry, providing opportunities for non-St. Stephen's children to get to know our children and ministers, with the ultimate goal of introducing them to Jesus Christ himself. A major component of this outreach ministry is Summer Celebration, a week-long summer camp that has become a tradition for not only St. Stephen's children but also for the whole community of Sewickley.

**Leadership Development** – St. Stephen's is a church committed to developing leaders. Therefore, the Minister to Children and Families raises up and equips lay leaders who are called and gifted to work with children. The MCF also helps children identify their own spiritual gifts and find ways to put them into practice within Children's Ministry as well as the larger church.

**Partnership in Family Ministries** – The Minister to Children and Families serves as a partner to other staff in Family Ministries (primarily the Student Ministry staff) by participating in parish-wide initiatives such as Summer Celebration, Kingdom Week, etc. The Minister to Children and Families also helps initiate new programs to equip family discipleship as well as participation of children, students, and families in the worship and mission of the church.

**Safety and Security** – Because St. Stephen's values the safety and well-being of our children, the MCF oversees systems of safety aligned with the Diocese Safe Church Policy to assure that children are properly cared for and that they are safe at all Children's Ministry events. This includes making sure all Children's Ministry staff and lay ministers have completed and maintain proper Ministry Safe training as well as background checks.

**Church Staff Leadership** – As a Director-level staff member, the Minister to Children and Families will be looked upon as a leader on church staff and in the parish at large. Therefore, the MCF is expected to carry themself in a professional manner, providing excellent communication and timely adherence to other departmental requests and deadlines. Attendance at weekly staff gatherings and the annual staff retreat is also required.

### **Basic Qualifications**

- A growing relationship with Jesus Christ that as evidenced by the fruit of the Spirit.
- A desire to serve Christ and his church through humble leadership and pastoral care.
- A specific and defined call to Children's Ministry.
- At least three years experience leading a growing Children's Ministry.
- Gifts of teaching, leadership, and a love for children and their families.
- Ability to manage a team.
- Ability to inspire lay ministers/staff.
- Administratively organized and efficient.
- Bachelor's degree. Education, Ministry or other theological field preferred.

### **Preferred, Nice to Have Qualifications**

- Five or more years experience leading a growing Children's Ministry.
- Experience leading a children's ministry at a large church (greater than 300 weekly attendance).

- Master's degree in education or child development.
- At least 3 years leading and growing volunteer teams.
- Experience working and leading programs outside a ministry setting.