



# THE CHAPEL OF THE CROSS MADISON, MS

*Welcoming the stranger, nurturing one another, and guided by the Holy Spirit, the Chapel of the Cross strives to live the mission of Jesus Christ through prayer, traditional liturgy, Christian education, active outreach, and love of all God's creation.*

## DIRECTOR OF CHILDREN'S MINISTRIES: JOB DESCRIPTION

The Chapel of the Cross is a growing, vibrant, historical Episcopal Church in the heart of Madison County. An important part of our growth and vibrancy is our children. The Chapel of the Cross is a safe place where our children are formed and nurtured in the knowledge and love of God. Our children are dear to us at the Chapel of the Cross. Therefore, we are seeking a Director of Children's Ministries who will love and value our children just as much as we do.

Reporting to the Rector, the Director of Children's Ministries coordinates the Chapel's formation ministries for children from birth through grade six and advocates for their involvement in all aspects of parish life. This is a part-time position with an annual salary of approximately \$25,000. Send cover letter, resume, and inquiries to [willcompton@chapelofthecrossms.org](mailto:willcompton@chapelofthecrossms.org).

### Sundays and Wednesdays

- Be present at the Chapel from 9am – 1pm on Sunday mornings.
  - Be present in the Education Building from 9am – 10:15am to welcome families, answer questions and support the Catechesis of the Good Shepherd volunteers.
  - Be present at the Chapel of the Resurrection from 10:15am – 1pm to lead Children's Chapel during the 10:30am service and interact with families following the 10:30am service.
- Be present at the Chapel from 4:30pm – 7:30pm on Wednesday evenings.
  - Develop and lead Wednesday evening activities for K3-K5 aged children

### Special Events

- Plan and be present for the following children's formation ministries:
  - Kids' Country at Day in the Country
  - Shrove Tuesday
  - Trunk or Treat
  - Advent Wreath Making
  - Nativity Pageant
  - Father-Daughter Valentine Dance
  - Kids' activities for Parish Weekend
  - Easter Egg Hunt
  - Vacation Bible School
  - Blessing of the Backpacks
- Be present for any additional children's formation ministries, parish-wide special events, or primary worship services.
- Coordinate with the Rector to determine any additional opportunities for special events.

### Organization and Communication

- Attend the weekly staff meeting on Tuesday mornings at 10am.
- Communicate weekly with families regarding upcoming events and formation resources.
- Maintain the worship bags and the storybook library in the Narthex of the Chapel of the Resurrection.
- Create and meet monthly with a Children's Ministries Committee to set goals for, trouble shoot challenges with and review the effectiveness of the children's formation ministries.
- Recruit and manage volunteers for children's formation ministries, including but not limited to: Children's Chapel, Catechesis of the Good Shepherd, and Vacation Bible School.

- Inform the clergy and Daughters of the King of any family who is about to welcome a new child either through birth or adoption. Connect with Pastoral Care about any specific needs a family has around the arrival of a new child.
- Create and maintain a safe and clean environment during all children's formation ministries. This includes upholding the "Safeguarding God's Children" standard and the "Guidelines for Adults Working with Youth in the Diocese of Mississippi."
- Steward the Children's Ministries' annual budget.