

**Position Description**  
**Director of Children's Ministry**  
**St. Peter's Episcopal Church, Ladue, MO**

**Overview**

St. Peter's Episcopal Church is seeking to hire an enthusiastic and creative Director of Children's Ministry. As a lay staff member, the Director of Children's Ministry should develop rich, meaningful relationships with children and their families and lead them into a deeper relationship with God through worship, prayer, and service. This individual will be expected to build upon an existing structure of committed lay leaders to support children's ministries while working closely with St. Peter's staff to integrate children's programs with the entire parish. Additionally, this individual will evaluate the goals and effectiveness of existing programs and create new programs.

**Primary Responsibilities:**

- Oversee and coordinate all aspects of the children's ministry, including Sunday School, nursery, Children's Chapel, and Vacation Bible School.
- Organize training and planning sessions for children's leaders/workers.
- Manage all background checks and screening of volunteers and train volunteers in child protection policies and procedures. Communicate the church's approved safety policy to all children's ministry staff.
- Approve all children's ministries programs, curricula, activities, and disbursement of funds for supplies and projects.  
Plan special seasonal and monthly activities for children.
- Communicate the vision for children's ministry to other groups and leaders within the church.
- Maintain attendance records, attend weekly staff meetings, manage written correspondence, write articles for the weekly newsletter as needed, and prepare service sheets.

**Qualifications:**

- Bachelor's degree is required, preferably in a related field of learning and/or faith formation with knowledge of child development.
- Three plus years of experience is preferred.
- Experience working in children's ministry, as staff or volunteer, preferred.
- Be able to communicate, plan, and lead effectively.
- Ability to use Microsoft Office, including database management and spreadsheets.
- Strong organizational skills (self-starter, detail-oriented, multi-tasking, team-oriented, and ability to delegate).
- Please submit a cover letter and resume to Angela Mahan, Chief of Staff, at [angelam@specstl.org](mailto:angelam@specstl.org) or 110 N. Warson Road, St. Louis, MO, 63124.

Flexible schedule except for Sunday mornings (required); some evening and Saturday work required.

Salary commensurate with experience.

**Application Deadline:** June 1, 2022

### **St. Peter's Episcopal Church**

For over 150 years, St. Peter's Episcopal Church has been bringing the sacred word of God to our community. Founded as a mission of Christ Church Cathedral in 1868, our parish has a rich past, filled with stories of faithful Christians who have built a healthy, vibrant parish. Ours is a history that proves the power of the Holy Spirit is ever-present. The blessings that God has bestowed upon our parish for over 150 years are blessings we will nurture and preserve for the generations to come.

### **Ladue, Missouri**

Ladue, an inner-ring suburb of St. Louis, is an affluent, highly educated community and home to some of the finest schools, public and private, in the area. Although St. Peter's address is Ladue, parishioners hail from many of the county's 88 municipalities. St. Louis County's population is almost one million, making it the most populous county in Missouri.

### **Diocese of Missouri**

The Right Rev. Deon Johnson serves as the 11th Bishop of the Episcopal Diocese of Missouri. The diocese comprises 42 churches, campus ministry, and an intentional community (Deaconess Anne House, a part of the Episcopal Service Corps). All are located in the eastern half of Missouri. Twenty of the congregations (about 74%) are in the St. Louis metropolitan area.