



Great Bay
ANGLICAN CHURCH

Children's Ministry Director

Part-Time | Approximately 10 Hours per Week

Position Summary

The Children's Ministry Director helps Great Bay Anglican Church form children as lifelong disciples of Jesus within the worshipping life of the Church.

This role is not simply responsible for providing childcare or running a Sunday program. Its purpose is to help children hear and understand the Word of God, encounter the living God through worship and the sacramental life of the Church, and grow in a deep sense of belonging within the body of Christ.

The Children's Ministry Director will oversee the regular rhythms of children's ministry at GBA, equip and support volunteers, communicate with families, and help translate the church's vision for catechesis into practical ministry.

The Director serves under the supervision of the Rector or designated clergy/staff leader.

Core Vision for Children's Ministry

Our ministry to children is shaped by three primary commitments:

Hearing the Word

We want our children to know the Scriptures and learn to understand their lives within the story God is telling.

Children's ministry should therefore help children:

- Hear and engage with Scripture consistently.
- Encounter the actual words of Scripture rather than relying primarily on paraphrases.
- Learn the overarching story of creation, fall, redemption, and restoration.
- Understand themselves and the world through the biblical story.
- Know and understand the good news of Jesus Christ.

Encountering the Living God

Christian formation is more than acquiring information. We want our children to know God and participate in the worshiping life of his Church.

Children's ministry should therefore help children:

- Participate meaningfully in Sunday worship and the Eucharist.
- Develop curiosity, wonder, and attentiveness toward God.
- Understand the basic rhythms and meaning of Anglican worship and liturgy.
- Learn that Christian worship forms us for faithful life in the world.
- Encounter adult leaders whose own lives demonstrate a living relationship with Jesus.
- Engage beauty, creativity, art, music, and creation as ways of responding to God.

Belonging to His Church

Children are not merely the future of the Church; through baptism, they belong to the Church now.

Children's ministry should therefore help children:

- Know that they are loved, known, and valued within the congregation.
- Develop meaningful relationships with other children and trusted adults.
- Understand themselves as members of the wider worshiping community.
- Build friendships through meals, gatherings, service, and shared life.
- Grow toward active participation in the mission and ministry of the Church.

Primary Responsibilities

Sunday Children's Ministry

Oversee the regular Sunday morning children's ministry program, including:

- Preparing or coordinating weekly lessons and activities.
- Ensuring lessons align with GBA's theological and catechetical vision.
- Preparing classrooms and necessary supplies.
- Coordinating children's dismissal and return to worship.
- Supporting a safe, orderly, welcoming environment.
- Ensuring children's ministry complements rather than replaces children's participation in corporate worship.

The Director will not necessarily teach every Sunday. A major part of the role is building and equipping a healthy team of catechists and helpers.

Volunteer Leadership

Recruit, train, schedule, encourage, and support children's ministry volunteers.

This includes:

- Maintaining a dependable volunteer rotation.
- Helping catechists understand both what they are teaching and why.
- Providing lesson materials and clear expectations in advance.
- Identifying and developing new volunteers.
- Building a culture in which adults see the spiritual formation of children as part of the shared ministry of the congregation.
- Working with church leadership to maintain appropriate child-safety policies and practices.

Curriculum and Catechesis

Work with clergy to develop and maintain a coherent approach to children's formation.

Responsibilities may include:

- Selecting or adapting curriculum.
- Developing lessons when appropriate.
- Ensuring biblical, theological, and Anglican faithfulness.
- Helping children become familiar with Scripture, the creeds, the Lord's Prayer, the Ten Commandments, the sacraments, the church year, and the basic shape of Christian discipleship.
- Connecting classroom formation with what children encounter in Sunday worship.

Family Connection

Build relationships with parents and families and help equip them as the primary disciplers of their children.

This may include:

- Regular communication with parents.
- Sharing what children are learning.
- Providing simple resources or practices for use at home.
- Listening to parents and identifying pastoral or practical needs that should be shared with church leadership.
- Helping new families understand how children participate in the life of GBA.

Community and Special Events

Help develop occasional opportunities for children and families to build relationships outside the regular Sunday program.

These might include:

- Family meals.
- Seasonal gatherings.
- Advent, Christmas, Lent, Holy Week, or Easter activities.
- Service opportunities.
- Intergenerational church events.

Because this is a 10-hour-per-week role, special events should remain focused and sustainable rather than creating a large event-driven ministry calendar.

Ministry Administration

Maintain the basic systems necessary for a healthy children's ministry, including:

- Volunteer schedules.
- Parent communication.
- Attendance or registration systems as needed.
- Classroom supplies and materials.
- Child-safety procedures.
- Ministry calendar and planning.

Typical Weekly Time Allocation

Because this position is approximately 10 hours per week, the role should prioritize ministry leadership over doing every task personally.

A typical week might include:

- **Sunday ministry:** 3–4 hours
- **Lesson/curriculum preparation:** 2 hours
- **Volunteer scheduling and communication:** 1–2 hours
- **Family communication and pastoral connection:** 1 hour
- **Planning, administration, and staff coordination:** 1–2 hours

Hours may shift seasonally.

Qualifications

The ideal candidate will:

- Have a growing and evident relationship with Jesus Christ.
- Love children and desire to see them grow as disciples of Jesus.

- Be committed to the authority of Scripture and the historic Christian faith.
- Appreciate Anglican worship, theology, and sacramental life, or be willing to learn and embrace GBA's Anglican identity.
- Be dependable, organized, and able to follow through on responsibilities.
- Communicate well with parents, volunteers, clergy, and children.
- Be capable of recruiting and encouraging volunteers rather than attempting to carry the ministry alone.
- Demonstrate patience, warmth, maturity, and good judgment.
- Be comfortable teaching or facilitating biblical and theological material for children.

Previous experience in children's ministry, education, catechesis, or a related field is helpful but not necessarily required.

Character and Spiritual Expectations

Because this is a ministry leadership role, the Children's Ministry Director should seek to model the life we hope to cultivate in our children.

This includes:

- Regular participation in the worshiping life of Great Bay Anglican Church.
- A life of prayer and engagement with Scripture.
- Humility and teachability.
- Reliability and integrity.
- Healthy relationships with children, parents, volunteers, and church leadership.
- A willingness to receive feedback and work collaboratively.
- A desire to help children love Christ and his Church rather than simply participate in a successful program.

Measures of a Healthy Ministry

Success in this role is not measured primarily by the size or complexity of the children's program.

We hope to see:

- Children increasingly familiar with Scripture and the Christian story.
- Children who know they belong within the worshiping community.
- Children growing in their understanding of worship, prayer, Eucharist, and the church year.
- Parents who feel supported in the discipleship of their children.
- A healthy and sustainable team of catechists and helpers.
- Volunteers who understand the theological purpose of their ministry.
- Children who are known personally and loved well by the congregation.
- A ministry that is sustainable, joyful, safe, and deeply integrated into the wider life of Great Bay Anglican Church.