



Position: Interim Family Minister

Overview: St Andrew's by-the-Sea in Pacific Beach, CA is looking for an energetic leader to help us maintain our integrated approach to children's ministries, both on Sunday mornings and beyond. Our community values a truly cross-generational parish and honors the unique part in community life that children play. We see children as ministers alongside the adult members of our community, participating in liturgy, service, and fellowship. We treasure our relationship with St Andrew's Preschool.

The Interim Family Minister at St. Andrew's will be an organized, creative thinker, a strong collaborator, and a positive and clear communicator. The Family Minister reports directly to the Rector who serves as supervisor.

What You Will Do

A. Relationship Development

- **One-to-one Relationships with Children:** *Build* relationships one-to-one with each child in our community. It is understood that such relationships are intentionally established, are nurtured over time, and are the bedrock of spiritual formation
- **One-to-one Relationships with Families:** *Build* relationships one-to-one with each family in our community. As a small-sized church and preschool, St. Andrew's is a community where people value knowing one another. We believe that the Family Minister's relationship with our existing families and new ones is central to our Children Ministries' long-term vitality.
- **Collegial Relationships:** *Grow* strong and healthy collegial relationships with the rector, other church staff, preschool staff, and volunteers in the children's and youth areas of ministry
- **Church-wide Relationships:** *Facilitate* the building of a network of relationships between children and other generational groups in the church community

B. Spiritual Formation and Program Development

- **Family Ministries Programs and Communications at St. Andrew's:** *Oversee* all Family Ministries programs and communications at St. Andrew's under the supervision of the Rector.
- **Sunday Morning Programs:** *Strengthen* our existing Godly Play and Seekers programs and volunteer base.
- **Preschool Chapel and All-Age Worship:** *Plan* and lead twice weekly Preschool Chapel. *Support* rector in monthly All-Age Worship services.
- **Youth Group:** *Grow* Youth Group program and volunteer base working along with our volunteer youth leader to be careful expectation because they're going to be near the chapel understanding that the family ministry is the whole family.
- **Intergenerational Events:** *Coordinate* and lead events including our Annual Parish Retreat, Summer Vacation Bible School, Family Events and Seasonal Events such as the No-Rehearsal Nativity Pageant and Community Easter Egg Hunt.

C. Other duties as assigned by the Rector

Job Qualifications

Requirements

- Must be 18 years of age or older.
- Experience working with young children.
- Proof of pediatric CPR/First Aid certification.
- Must pass a DOJ background check.
- Must complete Safe Church training including mandated reporter training.
- Proof of negative TB test.
- Punctual and reliable.
- Creative and organized.
- Able to discuss difficult subjects with children in a developmentally-appropriate manner, while reflecting our culture of inclusivity.

Desired qualifications

- Comfortable working with children of all ages. Proven experience in the area of children's ministry is particularly desirable but not a prerequisite
- Comfortable working with other adults and skilled in bringing the best out of volunteers.
- Effective time manager.
- Clear and confident as a communicator across age groups and during worship.
- Proficient in computer-based communications and planning work in Google Business Suite.

Physical demands

Walking up and down stairs, sitting and standing for prolonged periods of time. Ability to actively engage children and youth in multiple types of settings. Ability to lift up to thirty pounds.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Hours and Compensation

The Interim Children and Families Minister position is a part-time hybrid position set at 10-15 hours per week or the equivalent of that time over the course of any given month. The salary for the position is \$20-25 per hour depending on expertise and experience. As per denominational guidelines, the position is not eligible for healthcare or pension benefits. Paid Time-Off and Sick Leave will be pro-rated as per the guidelines of St. Andrew's-by-the-Sea Episcopal Church Personnel Policies. The Family Minister is an at-will and non-exempt position.

Typical In- Person Hours Per Week

Sunday Morning Program	4 hrs (8:30am-12:30pm)
Youth group	2 hrs (every other week, typically after church)
Preschool Chapel	2 hrs (Tuesday and Wednesday mornings)
Staff Meeting and Program Preparation	2 hrs (Tuesday or Wednesday morning)

Other hours are flexible and may be able to be completed remotely.
Weekend, evening, and holiday work is often required.

To Apply

Please email both The Rev. Roberto Maldonado-Mercado at padr roberto@standrewspb.org, and info@standrewspb.org the following:

- Cover Letter
- Resume