

Wes Habley  
Children and Family Ministry Nomination Team  
Saint Andrew Presbyterian Church  
1 Gathering Place Ln, Iowa City, IA, 52246  
[hiring@saintandrew-ic.org](mailto:hiring@saintandrew-ic.org)

To the members of the nomination team,

As a team, Thomas Hartley, Nichole Hoffman and Sara Penn feel we would work well together to fill the interim role of the director of Children & Family Ministry. Our talents complement one another, and we can each offer our spiritual gifts to achieve a common goal, which is to serve our children and families in a congregation we all love so dearly by sharing our love of God during a time of transition.

We propose dividing the essential functions of the Children and Family Ministries positions into three parts, while also maintaining a highly team-oriented approach. We highlight the division of responsibilities below, but, in summary, Thomas would be the point person for Christian Education at Saint Andrew (i.e., Sunday School and VBS curriculum), as well as overseeing a rotation of voices for the Children's Time during worship. Thomas' role would include coordination of volunteers for all the aforementioned activities. Nichole's main function would be that of Children and Family Outreach - coordinating mission and service events, hopefully in collaboration with the new Mission Outreach Services Coordination position, where children and families of Saint Andrew would have the opportunity to serve both outside our walls and also to host community programs within the walls of Saint Andrew. Sara would then be the team member who coordinates Children and Family Relational activities. These would include events outside of Sunday morning, encouraging all types of families, regardless of where and how they prefer or are able to worship, to be active in the church's life. Both Sara and Nichole would work together to attend weekly staff meetings and coordinate these activities and the volunteers necessary for events outside of Sunday morning, while briefing Thomas as needed.

As a team we have all served Saint Andrew children and families whether through Sunday School, SPARK, Ignite, VBS, The Big Table, the All Abilities Art Show, leading and providing music for worship, and many other opportunities, including ministry teams and church committees. We feel each of us have special talents and a variety of spiritual gifts that would help us serve in this role and as a team who is passionate about working toward a common goal for our church and community.

For Thomas Hartley, a few months ago, after learning of the retirement of Heather Woodin, he was approached by several members of the congregation and even a member of staff to gauge his interest in the position. After prayerful consideration, he would like to express his interest in the interim position as a way of giving back to a congregation that has given him so much. By utilizing his years as a Sunday School Teacher, his mentoring experience, and his degree in K-6 education, he feels he can connect with Saint Andrew's children in new and exciting ways with the hope of energizing our K-6 programming. However, he still feels called to use his talents and remain in the kindergarten classroom, so, along with Nichole Hoffman and Sara Penn, we are proposing a team approach to handling the position to allow Thomas to use his gifts in service of the church while still pursuing his sense of call to teaching.

Likewise, Nichole and Sara feel called to be a part of this interim, transitional period at Saint Andrew. They are deeply grateful for this church and would like to be able to use their gifts and experience to assist a healthy and effective transition, while developing sustainable strategies for an ever-changing, post-pandemic church. While a healthy work/family life balance is also very important to them, they would be interested in joining Thomas in this transitional period, to create a three-person, team model for the Children and Family Ministry program here at Saint Andrew.

Sara would bring with her: a Bachelor of Arts in Art History and Criticism; a certification in teaching sign language to babies, toddlers, and their parents; and personal experience in trauma and loss. She believes these areas of experience could provide an avenue for expanding the use of the arts with the children, developing new and more inclusive strategies of communication, and advocating for the mental health and well-being of the children and their families,

particularly in the areas of grief and loss. Her strengths are her organization skills, being a good listener, hard-worker and team member, and her openness to others' thoughts and ideas.

Nichole is also a member of Saint Andrew Presbyterian Church and, like Thomas and Sara, hopes to make the transition between Children and Family Ministry Directors as smooth as possible. Nichole has a Bachelor's degree in Science and Social Work. Like Sara, she knows some basic sign language, has experience working with people of all ages, situations and backgrounds through her social work and volunteer experience. As the child and spouse of an Air Force officer, Nichole has moved a lot and learned the importance of community and getting connected. As a result, her strengths include connecting people/agencies to improve lives and make change. She has a servant's heart and always wants to help those around her. She also knows the importance of stepping back when necessary to allow others to serve and share their gifts.

As you can see in the position description below, we have color-coded our thoughts on how the essential functions of this position would be divided. In yellow is Thomas/"Christian Education", in red is Nichole/"Children and Family Outreach", in blue is Sara/"Children and Family Relations", and in pink/fuschia is "Function of the Team." As you can see, a few bullet points are both red and green, notating that we think this would be a partnership effort from Nichole and Sara.

If the personnel team sees this as a viable option, we would like to proceed with the application process. All three of us still fully intend to be a part of the Children and Family Ministry at Saint Andrew, whether or not we are chosen for this opportunity. For the three of us, it is more about giving back to the church than being gainfully employed by the church. We look forward to hearing from you.

Prayerfully,  
Thomas Hartley,  
Nichole Hoffman, and  
Sara Penn

**SAINT ANDREW PRESBYTERIAN CHURCH**  
140 Gathering Place Lane, Iowa City, IA 52246

**POSITION DESCRIPTION**

**Interim Director of Children and Family Ministries**

**Missional Objectives:** The most important element in an employment decision is the congregation's missional objectives—*its shared understanding of what God is calling it to do at this time and in this place*. All individuals and teams involved in our congregation's employment decisions are responsible, primarily, to the congregation's mission.

**Position Summary**

**The Interim Director of Children and Family Ministries will lead and develop a comprehensive ministry for children and families, introducing children to a life of Christian formation and discipleship, encouraging them to experience a strong intergenerational connection to the Body of Christ and helping children and their families discover their gifts for ministry and service in the mission of Christ.**

**Position Supervisor:** Lead Pastor/Head of Staff  
**Directly Supervises:** Nursery Caregivers/Volunteers  
**Status:** .75 FTE / FLSA Exempt  
**Salary:** Minimum Salary: \$30,000 per year. Salary commensurate with experience  
**Benefits:** Cafeteria Plan / 6% Pension / Paid Time Off (Prorated)  
**Qualifications:** Master's degree in Christian Education or Ministry desired. 5 years of experience in Children's and Family Ministry. Understanding of the Reformed tradition. Bachelor's Degree in related area(s) may be considered if coupled with successful leadership in Children's and Family Ministry

**Terms of Employment:** A satisfactory criminal background check. Completion of a Safe Church Practice Program (to be provided by the church).

**Missional Objective:** *To provide faith development for children and families which recognizes and embraces differences.*

**Essential Functions Related to this Objective**

- Develop and share a vision of Christ-centered ministry for children with the congregation, volunteers, and the wider community in collaboration with the Children and Youth Ministries Team.
- Recruit, train, and develop volunteers for children and family ministry teams.

**Missional Objective:** *To provide family and cross-generational faith development training and experiences*

**Essential Functions Related to this Objective**

- Coordinate, nurture and facilitate Christian Education for children on Sunday morning.
- Encourage families to participate in worship, educational, and fellowship activities as individuals and as families, and equip families to develop active discipleship in their homes.
- Establish effective communication lines with children and their guardians, and families at large; and develop relationships with families and their children in support of relational ministry.
- Communicate with and resource parents in practices of discipleship that support the Christian formation of their youth in partnership with the Director of Youth Ministries. *(Thomas has bi-weekly meeting with Youth Minister)*
- Provide guidance to special events throughout the St. Andrew community, and incorporate opportunities for families within those events, as appropriate.

**Missional Objective:** *To fully recognize and cherish the gifts, talents and ideas that strengthen us as a faith community and that help us to be open and inclusive.*

**Essential Functions Related to this Objective**

- Participate weekly in collaborative staff meetings while working as a friend and colleague with your fellow co-workers and children and family program participants. *(weekly team meeting / email where Thomas would be briefed)*
- Collaborate with the Director of Youth Ministry to build a faith development program which is both continuous and consistent.
- Schedule and lead quarterly meetings ministry volunteers
- Coordinate children/family ministry teams as they plan and implement weekly discipleship/fellowship group meetings for K-6 grade children.
- Provide guidance and insight to the Children and Family Ministry Team
- Introduce to and train volunteers for the carrying out of our Child Protection Policy.

**Other Functions:**

- Pursue professional development and participate in related professional organizations.
- Develop and administer the Children and Family Ministries budget and oversee program enrollment and attendance.
- Other responsibilities as delegated by the head of staff.

## Equal Opportunity / Affirmative Action Employer

Saint Andrew Presbyterian Church is an Equal Opportunity/Affirmative action employer and administers its policies in a non-discriminatory manner and does not discriminate against persons because of race, color, religion, gender, sexual orientation, national origin, age, marital status, veteran status, or disability.

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***Disclaimer: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position***

Revised 05/30/2022