

St. Michael's Episcopal Church -- Milton, MA

Director of Family Ministries

Summary

Saint Michael's, Milton, seeks a committed Christian educator to help develop, shepherd, and execute faith formation and fellowship for our children and their families. The ideal candidate will be a spiritually-centered, organized, creative and engaging person able to work collaboratively with clergy, staff, and lay leaders in the parish to plan and execute strategic programming and to sustain and expand our ministry to families.

We are a vibrant, liturgically-centered Episcopal church community in Milton, Massachusetts, and our children are valued members of our parish community. The Director of Family Ministries will work with the Rector and Vestry to maintain and grow an engaging program that serves our young people and their families. This is a full-time (40 hour) position that requires the Director to be on-site on Sundays (from September to June) and to engage with children, youth, their families, and related church committees throughout the program year. Work responsibilities will occasionally require attendance at evening meetings or events. The Director of Family Ministries will report to the Rector, participate in weekly staff meetings, and work primarily on-site at the church.

Interested candidates should submit resume and cover letter to the Rev. Hall Kirkham at mail@stmichaelsmilton.org with "Director of Family Ministries" in the subject line.

Major Areas of Responsibility

Nursery, Infant and Toddler Care (Newborn - Toddler)

- Review existing child safety procedures and protocols to ensure safety of infants and personnel
- Supervise Nursery Caregivers for infant care
- Recruit and train lay volunteers for nursery volunteer opportunities

Church School (Pre-K - 6th Grade)

- Support the implementation of the Church School curriculum
- In collaboration with parish leadership, set a yearly calendar for Church School
- In collaboration with parish leadership, recruit, schedule, and support volunteer teachers
- Organize periodic refresher trainings and fellowship gatherings for teachers and potential teachers
- Periodically evaluate the Church School curriculum to ensure engagement and quality of experience
- Order and manage all Church School supplies and materials
- Coordinate Church School-related events (e.g., Christmas Pageant, Jr Flower Guild, Easter Egg Hunt, Sunday Group Activities)
- Work with the Treasurer to set and track annual budgets

Youth Formation and Fellowship (7th - 12th Grade)

- In consultation with the Rector, review and evaluate existing formation and fellowship for these ages
- In consultation with the Rector, create a strategic plan for program offerings for middle-school and high-school youth programs

- Implement the aforementioned strategic plan for youth ministries by determining program needs, procuring materials, recruiting and supporting volunteers
- Collaborate with the Rector in leading Confirmation Class and offering programs that will work for 9th through 12th graders (eg, CityReach, common cathedral, Shrove Tuesday, Las Posadas, High School Retreat)

Family Formation and Fellowship

- Create networks of fellowship and formation for the families with young children, including social gatherings and weekday grassroots parent groups that can use church facilities
- Plan and manage youth and family events throughout the program year (Sept-June); coordinate volunteers and needed supplies for such events
- Publicize events and programs as appropriate on the church website, local sites and/or social media, and local print outlets
- Preach periodically during Sunday services, if desired

General Administrative Responsibilities

- Communicate, as needed, with existing parish Church School leaders and commission heads to share information about programming and to collaborate on targeted events
- Organize annual Church School registration
- Maintain attendance data for Sunday classes and provide data for regular reporting
- Contribute to and/or manage the parish's weekly email "blast"
- Report to the Vestry periodically and as requested by the Rector
- Attend weekly staff meetings at the church

Expectations, Qualifications and Requirements

- A full-time, full calendar-year position -- with the possibility of reduced hours in July and August and the possibility at some point in 2026 of housing on the church campus
- Three weeks of paid vacation along with traditional holiday breaks
- On-site commitments including weekly staff meetings and Sunday mornings, as well as some evening events or meetings throughout the week; the Director should plan to be on the church campus for most of the work week (defined as Sunday and four days between Monday and Friday).
- 5-10 years of children's ministry experience preferred
- A love of children, seeing them as teachers themselves in the love of God
- Familiarity with and passion for spiritual formation traditions and practices highly preferred
- Commitment to the values, beliefs, and liturgy of the Episcopal Church
- A team-oriented and collaborative attitude to working with a large group of volunteers
- Excellent communication skills and strong executive and organizational skills
- Successful completion of Safe Church Training and comprehensive background checks prior to official hire

Compensation will be commensurate with experience within a range of \$60,000-70,000 and could include additional time off during the summer and/or housing (available in 2026) in lieu of some cash compensation. Compensation includes pension contributions and health insurance.