

# Family Formation (Education) Coordinator

St Margaret's Church - Annapolis, MD

The **Family Formation Coordinator (FFC)** is a part-time position (approximately 20-25 hours per week) and reports to the Interim Associate Priest

## Responsibilities:

- Be the face, soul and spirit of children's spiritual formation on Sunday mornings (8:30am-1 pm)
- Participate in/coordinate, staff and administer significant children's ministry events including Children's Chapel, Sunday School
- Utilize Social Media tools to communicate with parents, children, teachers volunteers
- Track attendance, recruit teachers and volunteers and maintain classroom inventories
- Train, schedule and supervise paid childcare providers for all church programming
- Recruit volunteers for the classrooms; arrange substitutes as needed. Fill-in for no-shows.
- Coordinate background checks for all people engaged in children's ministries
- Support Associate Priest in choosing curriculum for 2018-2019 Sunday school
- Ensure Safe Guarding practices in all areas of children's ministries and provide training for new volunteers as needed.
- Work with music director, teachers and volunteers on planning and performing annual Epiphany Pageant and other special programs
- Continually recruiting and developing a volunteer core while supporting and validating the volunteers currently on board.
- Other responsibilities as assigned

## Minimum Qualifications

- Must possess a basic catechetical knowledge of our Episcopal faith and ethos
- Teaching experience, education, degree or certificate
- A committed and mature Christian with two to five years relevant experience
- Proficiency in Social Media and online communication tools including email, texting, Facebook and Constant Contact
- Experience in recruiting and training volunteers to serve in the classrooms during Sunday morning and during other church related events.
- Be trained in Safeguarding God's Children (training provided)
- Working knowledge of Microsoft Office and Excel
- Must be able to pass background check and provide a clean 5 year driving history

## Physical Requirements

- Able to lift items of at least 30lbs
- Able to be on your feet for long periods of time
- Pushing and/or pulling
- Stooping and/or kneeling
- Sitting on the floor and/or child-sized chairs

Job Type: Part-time. Sundays 8:30-1:30 required. Pay rate: \$19-\$22/hr DOE

## Benefits:

Company paid medical, dental and vision insurance for employee

Company pension contribution-minimum of 5% of wages

Opportunity for work from home or flex-time after 6 months satisfactory employment

Paid holidays/Time off (pro-rated based on number of hours worked)

**To Apply:** Submit resume with cover letter to [elizabeth@st-margarets.org](mailto:elizabeth@st-margarets.org)