



# EMMANUEL

## EPISCOPAL CHURCH

**Position Title:** Director of Children's Ministry (part-time)

**Reports To:** The Rector

**Status:** Part-time

**Location:** Orlando, Florida

**Start Date:** Summer 2023

### Overview

Emmanuel Episcopal Church is a pastoral-sized parish in Orlando committed to worshipping God in the beauty of the Anglican tradition, growing in faith, serving our neighbors, and working for the renewal of the church locally and around the world. The Director of Children's Ministry will be a critical member of a dynamic team and, in conjunction with the Rector, will direct and develop the ministry to children and young families of Emmanuel Episcopal Church and beyond.

Please submit a cover letter and CV to The Rev. Jonathan Turtle at [jonathan@emmanuelepiscopal.net](mailto:jonathan@emmanuelepiscopal.net) by May 26, 2023.

### Position Description

- Manage and oversee the children's ministry and after school program at Emmanuel
- Be the face of these programs focusing on families with children from birth to 5<sup>th</sup> grade. Make sure these families feel welcome and answer their questions regarding EEC's programs
- Make sure the nursery and Sunday school are staffed and that volunteers are trained and screened
  - Empower/equip your leaders to be familiar with the curriculum and prepared for class.
  - Ensure a light snack is available each Sunday
  - Prepare and execute season activities for families (i.e. making Advent Wreaths, Lent at Home, Easter egg hunt, etc)
  - Engage in longer term visioning and planning with Rector
- Plan, manage, and execute a summer camp program (~10 weeks)
- Manage all facets of the Afternoons at Emmanuel program
  - ProCare: Portal used for billing, attendance, and parent communications
  - Oversee that all licensing requirements are met and maintained
  - Ensure that files and physical facility are in the proper working order to ensure successful inspections from our licensing agency Florida League of Christian Schools (FLOCS). Must clear any non-compliant items that may arise during the inspection
  - Confirm that our FLOCS license number is published on all materials regarding Afternoons at Emmanuel
  - Hire and staff the Afternoons at Emmanuel program with qualified and compassionate employees to care for and teach children

1603 East Winter Park Road, Orlando, FL 32803

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[admin@emmanuelepiscopal.net](mailto:admin@emmanuelepiscopal.net)



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- Ensure that the staff meet all regulations and requirements for hire, including Safeguarding God's Children, fingerprinting and background checks, and ensure their ongoing rules and conditions are maintained, such as CPR training, DCF 45-hour childcare certification, and annual continuing education training
- Prepare and hold quarterly staff meetings
- Prepare and post the work schedule for the staff
- Maintain a friendly working relationship with the Principal and staff at Audubon Park School (APS), working with them during appropriate events to promote the Afternoons at Emmanuel program to their families
- Meet regularly with Afternoons Steering Committee
- Report budgetary numbers to Finance Committee
- For most of the year this is a part-time position of ~21.5 hrs/week. However, summer months generally require more hours due to summer camp, upwards of ~40 hrs/week.
- Other duties as assigned.

### Qualifications

- A true and lively faith in Jesus Christ.
- Bachelors Degree in a relevant field is an asset.
- Accredited, or willing to be, with the Florida League of Christian Schools (FLOCS).
- A preferred minimum of 5 years as a supervisor (or comparable experience) working with children in a school and/or church setting.
- Familiarity with Anglican/Episcopal Church is an asset.

### Compensation

- Salary to be negotiated based on qualifications and experience
- Employer retirement plan providing 5% of salary. Employee may elect to contribute to this plan with a company match up to an additional 4%, making the maximum possible Employer contribution 9%
- Three (3) weeks of paid vacation, not to be taken consecutively. Vacation is accrued at a rate of 1/26th per pay period and may not be carried over to the following year or paid out
- Ten (10) sick leave days
- Other time off may be negotiated with the Rector

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