CHILDREN'S MINISTRY DIRECTOR

POSITION DESCRIPTION

Supervisor: Associate Rector, The Rev. Wilson West
Hours: Part-time (29 hours per week including Sundays from 8am-12:30pm)
Compensation: $37,700 per annum, some WFH flexibility negotiable
Desired Start Date: December 1st, 2026

To apply: email a cover letter and resume to Wilson West at wilson@theincarnation.org

GENERAL DESCRIPTION

The Children's Ministry Director envisions, leads, and develops children's ministry at Incarnation to create a robust ministry that meets the needs of families and children from birth through 5th grade.

QUALIFICATIONS

The ideal applicant

- Loves God, has a robust devotional life, takes prayer seriously, and has a heart for worship.
- Loves God's people, especially children and families.
- Holds doctrine that is consistent with that described in the Articles of Religion and the Jerusalem Declaration.
- Is emotionally intelligent, warm, hospitable, and flexible.
- Is a confident self-starter and collaborative leader with a strong work ethic.
- Can lead people, build teams, and recruit, equip, and coordinate volunteers.
- Has experience in children's ministry and/or education.
- Is a trained catechist in *Catechesis of the Good Shepherd* or is willing to go through the training upon starting in the role.
- Has strong organizational, administrative, and problem-solving skills.
- Is a member/regular attender of The Church of the Incarnation or is willing to become one.

RESPONSIBILITIES

- **Shape Children's Ministry Vision:** Discern, articulate, and implement a clear vision for children's ministry at Incarnation that is in keeping with the overall vision and mission of the church.
- **Oversee Children's Ministry Volunteers:** Recruit, organize, and lead our Sunday morning children's ministry teams and our midweek Catechesis of the Good Shepherd volunteers.
- **Provide Program Oversight:** Maintain curriculum, classrooms, and nursery/toddler ministries; ensure smooth Sunday operations.
- **Parent & Congregational Communication:** Provide regular updates and communications designed to help integrate children's ministry into the wider life of the church.
- **Safeguarding Compliance:** Serve as our church's chief safeguarding coordinator, ensuring compliance with diocesan safeguarding policy and training to keep children and volunteers safe and secure.
- **Event Planning and Coordination:** Coordinate occasional seasonal events, babysitting systems for small groups and church events, and parent education classes.
- **Children's Ministry Administration**: Maintain attendance records, check-in systems, Planning Center, policy documents, and safeguarding files.
- **Professional Development:** Pursue training, visit peer churches, and seek to cultivate best practices in children's formation.
- **Staff Team Participation**: Attend and participate in weekly staff meetings, monthly strategic meetings, and quarterly off-site meetings or retreats.

ADDENDUM
Identity, Vision, and Core Values

Identity

The Church of the Incarnation is a Gospel-centered Anglican church in downtown Harrisonburg, Virginia.

Vision

We seek the glory of God and the good of the city through the gospel of Jesus Christ.

Core Values

Gospel: We gather around the magnetic center of Jesus Christ. Through his life, death, and resurrection, God's kingdom has arrived on earth to renew all things—our relationship with God, ourselves, others, and the world.

Personal Transformation: We help people to respond in faith to the new reality that the Kingdom of God has arrived in Jesus and to learn the practices of spiritual formation: renewing minds, reordering priorities, reshaping habits, and redirecting work.

Community Formation: We live together as a community of friends—across generational, ethnic, and cultural lines—extending personal care to one another.

Public Faith: In being honest and transparent about our faith, we endeavor to be relationally winsome, accessible, respectful, humble, and loving, even when it requires courage for us to announce the gospel.

City Vision: With all the resources of our faith and life, we work sacrificially with others to build a great, flourishing city for all people.

Mercy and Justice: We seek to protect the weak and vulnerable, to take up their cause, and to show compassion while also seeking remedies for structural evil and institutional injustice.

Cultural Renewal: We equip people in their various vocations to enter into culture as faithful stewards of the world because we share in God's yearning for all of culture to be redeemed and renewed.

Church Planting: We use the resources that God has given us to start and support new churches, because the local church is the primary agent of God's kingdom.

Gospel Movement: We want to be a catalyst for a movement of the gospel in our city and region that is a dynamic set of interactive relationships among gospel-centered churches, a variety of specialist ministries, and many other institutions, non-profits, organizations, and companies that are united by a common vision and a spirit of cooperation.