



TRURO ANGLICAN

Title: Family Ministry Associate
Staff: Part Time (30 Hours/Week, Benefits)
Reports to: Director, Family Ministry
Date Effective: Summer 2024

Position Description

The Associate is a member of the Family Ministry Team whose primary responsibility is to care for, serve, and teach children, youth, and families. The Team is dedicated to care for infants and toddlers; to teach children about the Christian faith in weekly Sunday School; to assist children and youth to profess faith in Jesus Christ; to teach children and youth to be disciples of Jesus and grow in their faith; and to equip and support parents to love their children, teach them the Christian faith, and model the way. The Associate supports Family Ministries' primary areas of ministry - The Nest (3 months to Pre-K), Truro Kids (K to 4th Grade), Club 56 (5th and 6th Grade), and Youth (7th to 12th Grade). Family Ministry is fun! This is a great opportunity for a mature follower of Jesus who wants to contribute to an exciting and important ministry at Truro; who wants to be part of a dynamic team; and who is looking for flexible hours.

Primary Responsibilities

- 1) Youth Ministry - Support the Director's efforts to lead Youth Ministry. Assist with planning, preparation, and delivery of activities, events, and retreats. This may include scheduling facilities; ordering food and beverages; planning activities, games, and skits; participating in Youth Ministry on Sunday nights; leading a small group Bible study; preparing and delivering a short, audience-appropriate Biblical message; and facilitating small group participation and discussion. Develop relationships with youth outside of normal programming to encourage their faith and discipleship.
- 2) Truro Kids - Assists the Director of Children's Ministry to address gaps or needs in programming. This may include assisting with enrolling or delivering Sunday School on Sunday mornings; preparing activities; assisting with praise and worship; facilitating a small group discussion; attending Truro Kids fun activities and events; and developing relationships with children and their parents. The Associate will also help with planning, preparing for, and delivering VBS (Vacation Bible School).
- 3) Parents and Families - Assist with planning and delivering fun-filled events for families and educational classes or meetings for parents. Develop a reliable, trusted relationship with parents.
- 4) Admin Assistance - Support the Director and Team by providing a basic level of administrative support such as accounting for monthly expenses, formatting and printing documents, ordering food and beverages, ordering supplies, scheduling the use of facilities, setting up a room, taking down a room, and more. Help the Team and

volunteers in children and youth ministries to comply with Anglican Church of North America and Diocese of the Mid-Atlantic Guidelines for ensuring the safety of children and youth.

- 5) Church - Participate in the church staff activities, events, and programs and the broader church-life of Truro.

Qualifications

- A mature follower of Jesus Christ who has a heart for children, youth, and families.
- Highly relational and able to connect with children, youth, families, and volunteers.
- Creative, high-energy, and positive! A can-do person who can get the job done.
- Organized. Able to work independently. Proactive. Delivers projects on a timely basis.
- Great verbal and written communication skills! Comfortable speaking to groups of children, teens, and adults.
- Adaptable, flexible, and able to lead change.
- Highly proficient at computer skills.
- Youth ministry experience is preferable.

Application

To apply please send a PDF of the following materials to Daria Brown, Director of Operations, dbrown@truroanglican.com.

- 1) Cover Letter
- 2) Resumé
- 3) Spiritual Autobiography
- 4) References (4)