



# St. James's Episcopal Church

1991 Massachusetts Avenue  
Cambridge, MA 02140

## **JOB DESCRIPTION FOR ASSOCIATE FOR CHILDREN AND FAMILIES**

St. James's is a progressive, welcoming, and vibrant faith community of many races, cultures, national, political, socio-economic and theological backgrounds. We rejoice in our diversity as an expression of the beloved community and seek to value each individual as we also seek unity in Christ. We live out our faith through joy-filled worship and just engagement in the world for its transformation.

We welcome your application as we search for a new Associate for Children and Families. St. James currently has a small nursery and Church School with approximately twenty children and ten teachers.

### **Responsibilities:**

#### 1. Christian Formation and Fellowship

- a. The core calling of this position is to create a place of joy and fun where children, youth, and adults are drawn more deeply into relationship with God, each other, and the community.
- b. In collaboration with lay leaders, the Associate will coordinate the Church School including recruiting, training, supporting, and scheduling teachers and nursery caretakers, and providing appropriate curricula.
- c. Additionally, the Associate will provide opportunities throughout the year for youth to put their faith into practice in community service and in liturgy, such as at the St. Nicholas Festival, Christmas Pageant and Parish Retreat.
- d. Together with the Priest-in-Charge, the Associate will provide pastoral care for teachers and parents as appropriate.
- e. For children, families, and the wider church community, the Associate will coordinate two intergenerational fellowship opportunities per year and will build relationships with that wider church community throughout the year.

#### 2. Liturgical Duties

- a. The Associate will participate in the Sunday 10:30 am worship service at times as appropriate.
- b. The Associate will share in liturgical leadership as appropriate particularly where the worship focus is on children and youth. This could take the form of baptismal preparation, preaching, or other liturgical roles.

#### 3. Administrative

- a. The Associate will have regular supervision with the Priest-in-Charge and also attend one hour weekly staff meetings.
- b. The Associate will manage the Church School areas of the budget and oversee the expenditure of those funds.
- c. The Associate will provide guidance towards the outfitting of the new Church School space being built at St. James's.
- d. The Associate will attend Vestry meetings at least quarterly or whenever there are programmatic or pastoral concerns in the Church School that the vestry should be made aware of.
- e. The Associate will oversee the Safe Church training process at St. James's together with the lay CORI officer.

- f. The Associate will oversee communication with children, youth, and families with regular electronic and print communication, and will ensure that parish rosters are updated in consultation with the Office Manager.
- g. Other duties as assigned.

**Qualifications:**

We seek a creative, energetic, lay or ordained individual with a heart for children and youth, as well as for the adults who care for them, to join our ministry team. We look to our Associate for Children and Families to demonstrate a strong and articulate faith; the ability to be in authority while sharing responsibility with other stakeholders (clergy, parents, youth, lay volunteers); skills in interpersonal conflict management; excellent oral and written communication skills; prior experience working with children & adults; strong organizational skills; a high level of comfort with questions, doubts, and differences regarding matters of faith; the ability to share personal perspectives and experiences while maintaining and communicating a deep respect for those of others; a healthy sense of boundaries and self-care; patience, warmth, flexibility, imagination and a sense of humor.

**Compensation and Hours:** This position is a third time (two days a week) with compensation commensurate with experience. Lay and clergy candidates are both welcome to apply

**Apply:** Please send a resume, references, and a one-page page cover letter explaining why you feel God may be calling you to this position to the Rev. Matthew Stewart at [matt@stjames-cambridge.org](mailto:matt@stjames-cambridge.org)