



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

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CHILDREN AND FAMILY MINISTRY SPECIALIST

Job Description

MISSION OF THE MINISTRY: The mission of the Children and Family Ministry is to nurture young people into a loving, serving relationship with our Lord Jesus Christ by supporting, training, and resourcing the parishes of the Eastern Diocese in their ministry to provide Christian education and faith formation to young people and their families from birth to seventh grade to foster faithful children of God and children of the Armenian Church.

JOB DESCRIPTION OF THE SPECIALIST:

POSITION NAME: Children and Family Ministry Specialist

REPORTS TO: Director of the Diocesan Ministries

CLASSIFICATION: Full-Time, Exempt; Hybrid

POSITION DUTIES AND RESPONSIBILITIES:

The Specialist of Children and Families Ministries is responsible for developing, directing, and training the parish leadership responsible for children and family ministries at the parish level.

- Work with Director of Ministries and Ministries Staff to develop a clearly defined vision and strategy for Children and Family Ministry that works in conjunction with the overall **Diocesan Pastoral Plan**.
- Create a team of specialist and look into the scope work and timeline to updating the current Sunday School books.
- Build and develop Children and Family Ministry regional core teams, which consist of key committed and gifted volunteers.
- Create workshops, train educators for children and family ministry in the parishes.
- Explore and provide possibilities for Christian formation, discipleship, and education outside the **traditional** Sunday School **setting**.
- Train teachers and superintendents through regional **and** parish visits, workshops, and intensive summer program regionally and/or Diocesan-wide.
- Edit/write/revise resources for Christian formation and Sunday Schools.
- Make available already existing resources and training programs from sister churches that might benefit our Sunday School students and staff.



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- Create special programs encouraging families to be involved in the life of the parish.
- Remain up to date on best practices and trends within ministry. Prepare summary reports for Diocesan and parish leaders as needed.
- Create print and digital resources.
- Maintain regular contact with teachers, superintendents, and pastors; provide resource and support.
- Provide guidelines and materials for student's recognition and graduation.
- Design tailored curriculum for small schools and conduct periodic surveys and evaluate the performance of the programs and resources.
- Attend weekly staff meetings (group and individual), staff retreats, Annual Assembly and Diocesan meetings as needed.
- Cultivate relationships with and participate with other Christian communities (Oriental Orthodox, Orthodox, Catholic/Protestant).
- Prepare and publish timely educational spiritual and theological resources for the various printed and virtual communications platforms.
- Complete other duties, as assigned by the **DM**. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

REQUIREMENTS

- Active member of an Armenian Church parish
- Theology/Christian Education/Education graduate degree preferred
- Excellent written and oral communication skills
- Ability to work with pastors, school superintendents, parishioners of all ages, and Diocesan staff.
- Initiative and creativity important in a self-monitored environment.
- Patience in accepting pressure and constructive feedback.
- Willingness to travel regularly to local parishes and events throughout the Diocese
- Some knowledge of modern and Classical Armenian.
- Proficient in Office and Google Suite
- Familiarity with online team collaborative programs, such as Microsoft Teams, Dropbox, etc.