

**Ministry:** Director of Ministries to Children, Youth, and their families  
Trinity Episcopal Cathedral  
Little Rock, AR

**Reports to:** Dean and Rector

**Supervises:** Youth Minister and/or Interns  
Children Ministers and/or Interns  
Catechesis  
Sunday school volunteers

**Committee:** Children, youth, and families ministry

**General Job Description:** Trinity Episcopal Cathedral, Little Rock, Arkansas is a downtown, urban parish reaching several hundred active parishioners weekly. We are also a resource for the Diocese, supporting the Bishop and other congregations. This minister builds relationships with and programs for children ages 0-18 and their families, including Sunday school, convocation collaboration on VBS, diocesan youth retreats and other youth group activities. This also includes attending activities where Cathedral and Diocesan families are present like school plays, athletic events, and Camp Mitchell. This is a full time, salaried position with benefits. For more information or to submit your resume, please contact [amy@trinitylittlerock.org](mailto:amy@trinitylittlerock.org)

**Responsibilities:**

- Build relationships with members of all ages, focusing on members ages 0-18 and their families.
- Support, maintain, and develop Sunday morning opportunities for the spiritual well being and formation of children, youth, and their families, including oversight of Catechesis of the Good Shepherd.
- Lead and coordinate Youth ministry opportunities for the Cathedral, with the Convocation, and the Diocese.
- Develop strong volunteer leadership for this ministry, including members of all ages.
- Participate in the preaching ministry of the Cathedral.
- Support active ministry opportunities that involve children, youth, and their families including acolytes, children's choir, and community ministry.
- Develop intergenerational opportunities.
- Attend activities where Cathedral and Diocesan families are present including dance, theater, and athletic events.

- Develop, support, and maintain a partnership between this ministry and the ministry of ECEP (Early Childhood Education Program), including special programs like VBS, Christmas pageant, and other celebrations.
- Support, maintain, and develop cooperative programs with the Diocese, Camp Mitchell, Central Convocation churches, and Bethel AME.
- Attend weekly staff meeting
- Make a report to Vestry when requested.
- Maintain confidentiality within & outside the Cathedral.
- Other duties as assigned.

**Skills and Aptitude:** A Bachelor's degree in Education or related field is required for this position; however, higher degrees are preferred. In addition, this position requires extensive experience in parish ministry, including knowledge of children and youth faith formation. Experience in the Episcopal tradition is preferred, along with ministry training and preaching. All staff are expected to have strong organizational and communication skills, ability to attend to details, lead within the congregation including training volunteers, and listen and adapt to their community. Qualified candidates must have the ability to work independently and as a team member, exhibit emotional maturity, and a teachable spirit.

**Continuing Education:** This position includes a provision for Continuing Education with a budget for those expenses.

**Compensation and Benefits:** The salary range for this full time position is \$50,000 to \$55,000. The position includes health insurance and pension for the employee.

**Vacation:** There are two weeks of vacation the first year; three weeks beginning the second year, and four years the third year and following.

**Prior experience:** Minimum 3 years in a relevant field.