

Grace-St. Luke's Episcopal Church - Memphis, Tennessee
Staff Position: Director of Children and Family Ministry (CFM)
Reports to: The Rector

Recruitment Notice
May 2026

Classification: Part or Full-Time to be determined in conversation with candidate

Position Available: June 1 to overlap with current Director if possible

Primary Role: Designer of effective offerings and strategies that assist with the Christian formation of and biblical education for younger children; build connections among parents of and households with young children; and deepen engagement of children and families in the overall life of the parish. Collaborate with the Director of Youth and Family Ministry (middle and high schoolers) in developing and maintaining nursery-thru-high-school formation continuum and programming.

General Responsibilities

- Collaborate with clergy and staff in the recruitment of dedicated adult volunteers to support children and families by teaching Sunday School offerings and supporting approved curricula, such as Godly Play, Lesson Plans that Work, or Catechesis of the Good Shepherd.
- Coordinate staffing of Sunday morning and special events nursery with either current in-house nursery employees or a childcare staffing agency, with some support from parent volunteerism.
- Collaborate with the Communications Associate to promote the value of children's formation through the parish e-news and notices and provide a separate weekly Children & Family Ministry (CFM) e-news from the Director of Children & Family Ministry to the CFM community.
- Communicate with clergy and staff on pastoral care matters and needs for households with children and inform other children's ministry leaders when appropriate.
- Share information about expecting and new parents with clergy, staff, and pastoral care leads.
- Collaborate with clergy and staff on preparing families of children for Holy Baptism.
- Collaborate with the Congregational Life Committee on the offering of seasonal fun fellowship gatherings for families with children, parents only, and intergenerational groups.
- Facilitate the offering of a Christmas Eve Pageant included in a service of the Holy Eucharist, Holy Week and Easter Day activities, Advent Wreath-making, Palm Sunday Cross-making and wider parish community engagement in collaboration with fellow staff and parent volunteers.
- Attend Tuesday morning clergy-staff team meetings and other meetings when called.
- Maintain current records for all children (nursery thru grade school) enrolled in ministry area offerings and parents in collaboration with the Membership and Stewardship Associate.
- Ensure Safe Church training of all children's ministry area staff and volunteers.
- Other such tasks as may be assigned.

Requirements: Bachelor's or advanced degree; baptized Christian and active in a congregation; proven successful experience working with children and families in professional management or volunteer leadership roles in religious or academic environments; familiar with and affirming of the baptismal covenant and teachings of The Episcopal Church; strong initiative-taking, organizational, communications, and pastoral skills; creative and flexible in planning Christian formation programs offered on Sundays as well as occasional weekdays and weekends to capture audience interests.

Application Information. Position Available: June 1 to overlap with the current Director of Children & Family Ministry if possible. Compensation: competitive salary based on experience. Send cover letter, resumé, and references to the Rev. Ollie V. Rencher, Rector at orencher@gracestlukes.org and/or call direct 901-252-6320. | gracestlukes.org/career-opportunities

Grace-St. Luke's Episcopal Church (gracestlukes.org) is a vibrant community of 450-plus households in Midtown Memphis established in 1940 as a merger of two congregations. Parish life includes rich worship experiences, pastoral care support, education and formation programs for children, youth, and adults, multiple fellowship offerings, outreach and justice ministries, excellent instrumental and choral music, and the independent Grace-St. Luke's School (preschool-8th grade | glschool.org).