

Part-Time Ministry Assistant – Youth, Children, and Family Ministries

Reports To:

Director of Youth, Children, and Family Ministries

Position Summary:

St. David's Episcopal Church in San Antonio seeks a part-time Ministry Assistant to work directly with the Director of Youth, Children, and Family Ministries, supporting programs that engage children, youth, and families in meaningful spiritual formation and community life. This role is for the academic year (September through May), approximately 12–15 hours per week, with the possibility of continuation beyond the first term.

We are looking for someone engaging, enthusiastic, and comfortable with young people and parents, who can step into ministry life quickly and contribute to a warm, welcoming environment. The ideal candidate is interested in growing as a ministry leader, is invested in their own spiritual life, and will be actively engaged in the life of the church as a whole.

Hours & Schedule:

- 12–15 hours/week, September through May
- Includes Sunday mornings, some weekday preparation, and occasional evenings/weekends for events

Key Responsibilities:

- Work directly with the Director of Youth, Children, and Family Ministries, meeting regularly to plan, evaluate, and coordinate ministry activities.
- Assist with Children's Ministry on Sunday mornings, including setup, greeting families, supporting volunteers, and engaging with children during programs.
- Support GAP Group (monthly 3rd–5th grade intro youth group) and Middle School Youth Group gatherings.
- Help plan and prepare for ministry activities, including gathering supplies, setting up spaces, and managing logistics.
- Assist with special events such as holiday programs, retreats, and Vacation Bible School.
- Maintain ministry calendars, track attendance, and assist with registration processes.
- Help with ministry communications, including email updates, social media, and bulletin/newsletter content.
- Coordinate and support volunteers, including scheduling, reminders, and resource preparation.

- Foster a welcoming and safe environment for all children, youth, and families.

Ministry Development:

- Participate in regular check-ins with the Director for mentorship and leadership development.
- Receive guidance and resources for personal spiritual growth and ministry skills.
- Gain hands-on experience in planning, leading, and evaluating church programs.

Qualifications:

- Enthusiastic, approachable, and able to connect well with young people and parents.
- Organized and able to manage multiple tasks.
- Willing to work collaboratively and take initiative.
- Basic computer and communication skills (email, Google Workspace, social media).
- Experience working with children or youth preferred.
- Commitment to personal spiritual growth and to the mission and values of St. David's Episcopal Church.

Compensation:

Hourly, commensurate with experience.

To Apply:

Please submit a resume and brief cover letter to Mary Hayden Manning, maryhaydenm@saintdavids.net, by September 19th.