



“Saint Francis Xavier Catholic Church in Stillwater, OK is committed to helping each person in Payne County: Encounter Jesus Christ, Grow in relationship with Him as a disciple, and to “Go, make disciples”.

Children’s Minister

Job Description

Title: Children’s Ministry (Full-Time)

FLSA: Exempt (Salary)

Supervisor: Director of Evangelization and Mission

To apply: Submit resume and cover letter to Stacy Humbert, Director of Evangelization and Mission, at stacy@sfxstillwater.org.

General Summary:

Saint Francis Xavier Catholic Church in Stillwater, OK is looking for a full-time Children’s Minister to join our growing staff. Saint Francis Xavier is a vibrant parish in Stillwater, Oklahoma, with the mission of leading souls into an encounter with Jesus Christ and a vision of evangelizing Payne County. The Children’s Minister will play a part in this mission and vision by providing leadership and oversight to the Children’s Ministry Program (Xavier Kids Pre-Kindergarten – 5th grade), being a team player, being an advocate for intentional discipleship and evangelization, and by having a personal desire to grow into a deeper relationship with Jesus Christ in his Church. This will be a full time salaried position with paid vacation and health insurance benefits.

What we are not looking for: We do not want to build a Religious Education Program the way it’s always been done. Classroom style catechesis has a time and place, but we want to break the adage “it’s always been done that way”.

What we are looking for: An engaging, disciple-making program that engages the children and their families on an incredible journey of faith.

Responsibilities:

- Work with the Director of Evangelization and the Pastor to develop a clearly defined vision and strategy for discipleship and evangelization within the Children’s Ministry Program (i.e. Xavier Kids) that works in conjunction with the overall vision and ministry of Saint Francis Xavier Catholic Church.
- Build and develop a Children’s Ministry Core Team, which consists of key committed and gifted volunteers inspired to share the Good News of Christ and their knowledge of the faith.
 - Lead, recruit, train, and develop volunteers for the Children’s Ministry with the charisms and talents needed for children’s ministry.



- Develop a kerygmatic process for sacramental preparation.
- Work with the Director of Evangelization and the Pastor to develop and implement strategy for whole-family discipleship; working with families to equip and empower parents/families to disciple their children.
- Provide oversight and planning for all aspects of Children’s Ministry programming, including:
 - Sacramental Preparation: First Reconciliation and First Communion - with a kerygmatic approach
 - Kids’ Small Groups
 - Outreach events including evangelization
 - Family events
 - Vacation Bible School/Summer Programs
 - Kerygmatic Curriculum selection
 - Provide oversight to Children’s Ministry budget and help develop the budgetary needs for upcoming years
 - Participate in the Early Childhood Development Center’s Advisory Council

Qualifications:

- The Children’s Minister should show evidence of having a passion for leading families to becoming intentional disciples who evangelize others.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with leaders of other ministry groups, and an interest in developing a program that leads kids to conversion and deep faith.
- This leader should show genuine interest in responding to the hopes and concerns of people in the community and have the ability to lead with confidence.
- Experience with Spanish speaking communities is highly valued.
- Work as a team player with the rest of the ministerial and support staff. This includes making every effort to attend all staff functions (i.e. – staff meetings, retreats, planning sessions, training, etc.)
- Ability to participate and provide support and leadership (when necessary) in church-wide events, even if they do not directly affect Children’s Ministry
- Ability to share in ministerial responsibilities, including, but not limited to:
 - Leadership/Mentoring others
 - Teaching/Public Speaking
 - Organization
 - Computer/Technology
- Helpful to be familiar with pop-culture phenomena to be able to evangelize the culture.
- All SFX staff members are required to be invested and on board with the Saint Francis Xavier mission and vision, with the goal of evangelizing Payne County Oklahoma. Staff members are expected to attend Mass and open to growing as disciples of Jesus Christ they are also expected to be active stewards in the parish by offering time, talent and treasure.

