



St. Francis  
EPISCOPAL CHURCH

9220 Georgetown Pike  
Great Falls, Virginia 22066  
[www.stfrancisgreatfalls.org](http://www.stfrancisgreatfalls.org)

## Director of /Associate Rector for Family Ministries

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### About Us

St. Francis Episcopal Church is a growing, Christ-centered community dedicated to glorifying God and following Jesus through worship, service, and developing spiritual practices for life. We strive to provide a nurturing and inclusive home where faith flourishes, fostering love, fellowship, and charity within our parish family and throughout the wider community. Inspired by the compassionate example of St. Francis, we cherish God's creation and embrace our calling to care for one another and the world around us.

Nestled in the scenic community of Great Falls, Virginia, St. Francis has been a beacon of faith for over 60 years in northern Fairfax County. Under the leadership of new Priest-in-Charge, the Rev. Weston Mathews, St. Francis is actively revitalizing its ministries and exploring new pathways for growth. The church's distinguished music and arts program remains a cherished part of parish life, while its Creche preschool, a thriving Episcopal school for nearly 25 years, continues to serve as a vital cornerstone of the community.

### Position Overview

The Director of (if lay) /Associate Rector for Family Ministries (if ordained) will be an energetic, visionary, and compassionate leader called to serve on a team with dynamic lay staff, clergy, and lay leaders. This is a vital role for our parish and community, with the goal of inspiring lifelong Christian discipleship. This role focuses on developing and sustaining vibrant programs for children, youth, and families, fostering spiritual growth, and strengthening connections within the parish and the broader community.

This position is open to both clergy and lay candidates. If a priest is called to the role, additional opportunities will be available for liturgical, pastoral care, and administrative leadership as an Associate Rector, depending on experience.

This is a full-time (40 hours per week) exempt position, primarily working Sunday through Thursday, with weekend and evening work, as well as some travel. Adequate comp time will be provided in the case of overnight travel.

### Key Responsibilities

- Collaborate on creating a comprehensive vision for our Children, Youth and Family Ministries with clergy and other key stakeholders and align programs to the vision;
- Develop and oversee Sunday morning programs for children and youth, including Sunday School and Children's Chapel;
- Design intergenerational worship & fellowship opportunities, such as "Little Church" services or family-led worship;
- Share the Good News of God's love through planning and organizing an annual calendar of regular, engaging and creative children and youth formation activities such as service projects, retreats, and mission trips;
- Promote the development and growth of lay leaders, including teachers to lead children, youth and family ministries;

- Equip and build relationships with adult caregivers as primary faith-builders in children and youth families and build community among families;
- In partnership with the Priest-in-Charge, lead weekly St. Francis Creche preschool worship during the academic year and coordinate regular visits to the Creche by clergy and staff to build relationship through formation and pastoral connection;
- Establish and implement systems of pastoral care for children, youth and their families, in collaboration with clergy, lay leaders, and other professionals;
- Communicate children and youth ministry formation activities (including acolyte ministry), events and opportunities to serve, with children, youth, their families, and church staff through both targeted and broad communication channels (website, bulletin, emails, social media, newsletters, etc.);
- Collaborate with clergy to ensure the inclusion of children and youth in worship;
- Maintain a database of children, youth, their caregivers and teachers;
- Manage budget needs for each area of ministry in collaboration with supervisor, vestry and lay leaders;
- Provide oversight to the nursery ministry, including staffing, regular cleaning and caregiver engagement;
- Participate regularly in staff meetings and maintain open lines of communication with staff and clergy, advocating for children, youth and families in parish-wide discussion;
- Network in the community with St. Francis family ministry partners like the Scouts of St. Francis and the Young Men's Service League of Great Falls, with other churches, local schools, and in the Diocese and larger Christian formation community;
- Develop and implement effective safety measures including sexual misconduct and abuse prevention church practices and policies for all who work with children and youth at St. Francis, in collaboration with the church staff and Vestry.

### **Additional Opportunities for Priests**

If the selected candidate is a priest, the role will also include opportunities to:

- Lead and assist in worship services, including preaching and celebrating Sunday services, Holy Week and Christmas, and conducting baptisms, weddings, and funerals.
- Collaborate with the Priest-in-Charge in providing pastoral care to the broader congregation, including visitations and spiritual counseling.

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### **Compensation and Benefits**

- Director of Family Ministries (lay) \$55,000-\$60,000 commensurate with experience, with full benefits.
- Associate Rector for Family Ministries (ordained) \$75,000-\$80,000 commensurate with experience, with full benefits.
- Professional development opportunities and flexible work arrangements.

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### **To Apply**

Please submit a cover letter, resume, and two references to Priest-in-Charge Weston Mathews at [rector@stfrancisgreatfalls.org](mailto:rector@stfrancisgreatfalls.org). If ordained, please also include a complete OTM profile. Applications will be reviewed on a rolling basis, through Friday, May 16, 2025, with a preferred start date of Monday, June 2, 2025.