



ST. MATTHEW'S
EPISCOPAL CHURCH

St. Matthew's Episcopal Church, Austin
8134 Mesa Drive, Austin, TX 78759
office@stmattsAustin.org
(512) 345-8314

Job Title: Part-time Family Ministry Coordinator

About the Position:

The Family Ministry Coordinator leads programs for children (birth through 5th grade) and their families, helping them grow in faith and deepen their connection to the parish. This role blends creativity, pastoral presence, and organizational leadership to nurture children, support parents, and foster intergenerational participation in worship, Christian education, fellowship, and service.

About the Church:

St. Matthew's is a vibrant Episcopal Church located in the Northwest Hills area of Austin, Texas. Founded in 1958, St. Matthew's has a 6-acre campus that includes a Day School for children aged 18 months through kindergarten, and a Memorial Garden with a columbarium and a common urn. St. Matthew's is a loving sacramental community, welcoming all to share life's joys and challenges; to learn and grow in Christ; and to passionately serve each other, Austin, and the world.

SKILLS AND QUALIFICATIONS:

- Excellent interpersonal and communication skills; able to build trust with families, staff, lay leaders, and parishioners.
- Creativity, resourcefulness, and a collaborative spirit.
- Familiarity with Episcopal liturgy, worship, and tradition.
- Strong organizational skills; able to manage multiple projects and timelines with attention to detail.
- Highest level of integrity, reliability, and openness in communication.
- Ability to work independently with good judgment while collaborating as part of a team.
- Positive, energetic presence with a commitment to creating a fun and engaging learning environment.
- Committed to supporting the mission of St. Matthew's Church and the Episcopal Church.
- Ability to read, write, and communicate in the English language

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A minimum of two years working with children and youth
- Bachelor's degree or equivalent experience in a related field
- Strong knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google Workspace (Gmail, Drive, Docs)
- Experience with a membership databases (REALM is ideal)
- Experience with program planning and event leadership.

ESSENTIAL ROLES & RESPONSIBILITIES:

- Lead and adapt family ministry programs including Godly Play, Children's Chapel, Vacation Bible School, Christmas Pageant, Sunday School, Summer Youth Trip, and service projects.
- Encourage children and families to participate actively in parish worship and community life, including



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sacraments and leadership roles.

- Provide pastoral support to children and families, referring to clergy or professionals as appropriate.
- Collaborate with clergy, staff, and the Day School to foster an integrated parish community.
- Develop and manage program budgets, calendars, and communications across multiple platforms (email, phone, social media, etc.).
- Be present and engaged on Sundays, with occasional evening and weekend commitments.
- Other duties and responsibilities as assigned

Application Instructions

Please submit a resume AND a cover letter explaining why you are a great fit for this position to HR@stmattsaustin.org