

**Job Description**

**Effective Date**: June 29, 2020

**Position**: Children’s Ministry Coordinator

**Reports To**: Children, Youth & Family Minister

**Positions Supervised**: None

**FLSA Status; Job status**: Non-Exempt; Part-Time (20 hours per week)

**Position Purpose**

The mission of St. Luke’s Lutheran Church is to build a Christ-centered community that engages people of all ages in their faith journey. The Children’s Ministry Coordinator works with children from Kindergarten age through 5th grade. The Coordinator’s goal is to facilitate Christian Biblical learning with fun and exciting programs that help children grow in their faith.

**Job Duties**

* Provide vision and leadership for the Children’s Ministry program.
* Work with Children’s Ministry Team to provide a biblically sound and vibrant children’s program.
* Recruit, equip, train, oversee, and inspire Children’s Ministry volunteers and hold them accountable.
* Maintain program growth through promotion, inviting, and personal conversations.
* Utilize the spiritual gifts of the congregation.

* Grow and enhance the program as needed.
* Attend one continuing education event annually.
* Ensure background checks are performed and educate all adults on protocol when working with children.
* Direct and oversee Sunday School programs during the school year.
* Direct and oversee the annual Vacation Bible School.
* Organize the Christmas Program.
* Evaluate the new curriculum as needed.
* Schedule and lead Children’s Ministry Team meetings every two months and additional meeting as needed
* Work alongside CYF Minister, Youth Coordinator, and Early Childhood Coordinator to ensure family engagement in overall ministry and to help plan and lead various family events.
* Coordinate with the Children, Youth & Family (CYF) ministries at all times, to include working with the CYF team and attending meetings with the team.
* Receive continuing education as assigned by CYF Minister.

**Knowledge, Skills, and Abilities**

* Ability to lead a strong Children’s Ministry with enthusiasm, creativity, and boundless energy.
* Ability to use Microsoft Word, create PowerPoint presentations, manage an Excel worksheet.
* Ability to plan, organize, and implement activities and programs with minimal supervision. Strong organizational skills are a must (self-starter, detail-oriented, multi-tasking, and can delegate).
* Good inter-personal skills with both children and adults.
* Ability to speak well, persuasively, and inspirationally in public settings.
* Ability to think creatively.
* Warm, caring, and demonstrates a willingness to know and love the families at St. Luke’s.
* A great passion for God’s children.

**Education/Experience**

* Knowledge of the Christian faith with a Lutheran emphasis.
* High school diploma or equivalent.
* Experience working with children aged five through eleven preferred.

**Communication**

* Strong written communication skills, both internally, and with respect to the public.
* Persuasive and engaging communication style.
* Ability to communicate effectively with young children.
* Ability to communicate effectively with volunteers of all ages.
* Ability to communicate with parents.
* Strong interpersonal skills including the ability to work as part of a team.

**Decision Making/Problem Solving**

* Ability to solve problems quickly and efficiently, independently or in collaboration with others, while keeping CYF Minister and Pastors advised, particularly the type of problems likely to arise with children aged five through eleven.

**Physical Demands**

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, and reach above and below shoulder level. It also requires the ability to directly engage with younger children in the types of physical activities commonly associated with those ages.