



## **DIRECTOR OF CHILDREN'S MINISTRY**

Living Word Lutheran Church (LWLC) is accepting applications for a well-organized and communicative leader to join the Living Word team as a full time Director of Children's Ministry. This position reports to the Associate Pastor and is responsible for managing all aspects of Children's Ministry (birth through 6<sup>th</sup> grade). This person needs to have a heart for children and the ability to lead them well, while demonstrating patience, joy, and love.

Living Word Lutheran Church was founded out of a deep conviction to the Living Word of God, the Bible, which is Holy. Our church family supports one another and spreads the Good News, so it is critical that this position worships weekly and prays daily for the church, its members, its community, and its ministry while exploring ways to bring people into a personal relationship with Christ and grow in their faith. LWLC belongs to God first and is affiliated with Lutheran Congregations in Mission for Christ (LCMC) and the Augustana District of LCMC.

LWLC believes that each employee makes a significant contribution to the ministry of the Church. The position description below is designed to outline the primary duties, qualifications, and job scope, but the expectation of the employee will be to work together with the entire team to assist as needed.

### **JOB RESPONSIBILITIES**

- Lead and manage all aspects of Children's Ministry programs...
  - Be present during Children's Ministry programming, including the below.
    - Spark Sunday School
    - Kindle Wednesday After School
    - Vacation Bible School (VBS)
    - Quarterly Parent Date Night
    - Christmas Program and Practices
    - First Communion Classes
    - Rally Sunday & Bible Sunday
    - Nursery
    - Other Special Programs & Events
  - Typical work schedule is Sunday through Thursday. When gone, as approved by Associate Pastor, Director of Children's Ministry needs to arrange for coverage of above programming.
  - Manage the ordering, distribution, and allocation of curriculum, crafts, and supplies.
  - Plan and support Children's Ministry events including marketing efforts—such as: website, social media, printed materials, etc.
  - Knowledgeable in computers and able to be trained to use church software (Planning Center).
    - Office programs, especially Outlook, Word, Excel, and more.
  - Facilitate effective communication with parents.
  - Work with office staff to schedule space usage.
  - Teach classes and programs directly as necessary.
  - Assign students to groups and classrooms.

- Redirect unwanted behaviors as needed.
- Lead a team of volunteers to carry out Children's Ministry programs.
  - Recruit, train, & communicate with volunteers.
  - Equip volunteers with appropriate curriculum and train them in using it.
  - Encourage and support all volunteers including planning, fellowship, and prayer.
  - Schedule and coordinate placement of volunteers.
  - Ensure volunteers are background checked.
- Staff Liaison to the Children's Ministry Board
  - Attend and plan monthly meetings alongside the board chair.
  - Prepare and manage the Children's Ministry budget.
  - Collaborate with the Children's Ministry Board and Pastor(s) to define Curriculum.
  - Communicate children's ministry activities to the Church Council and staff.
- General Office & Staff Support as needed...
  - Receive supervision, support, & guidance from Associate Pastor. Meet weekly with them to pray and communicate.
  - Meet monthly with Lead Pastor to pray and communicate.
  - Participate in weekly staff meetings and Bible studies.
  - Attend yearly staff planning and retreat days.
  - Engage in Professional Development periodically.
  - Provide limited assistance with general administrative & office tasks.
  - Work with Pastors to coordinate baptisms.
  - Other related duties as assigned.

### **PERSONAL CHARACTERISTICS**

- Worship with us weekly and pray daily for the congregation, members, and its ministry.
- Encourage and aid in the development of spiritual growth of our congregation.
- Conducts the Christian walk demonstrated by weekly worship, Bible study, prayer, fellowship, small groups, etc.
- Positive communication skills in group and one-on-one settings.
- Personal computer skills to carry out the above job duties.
- Desire to grow and learn by seeking out and applying new ideas.
- The willingness to participate in ongoing training for ministry.
- Work as a team member.

### **QUALIFICATIONS**

- Bachelor's degree in Education or related field, preferably Elementary Education.
- Biblical literacy and demonstrated fidelity to Living Word's Statement of Beliefs.
- Member of or willingness to become a Member of Living Word Lutheran Church.

### **APPLICATION INSTRUCTIONS**

Please submit a cover letter, resume, and completed Living Word Application to the church office. Apply promptly, position open until filled.