



Director of Children & Families (Interim)

Reports to Senior Pastor

Job purpose

The Director of Children and Families (Interim) is a temporary position that coordinates and nurtures faith formation for children ages 3 years-5th grade, and their families, by planning and coordinating weekly programs and special events. The Director oversees these areas in order to create a holistic approach to faith formation.

Duties and responsibilities

- Facilitate and implement Christian Education for children, including weekly Sunday School and assist in planning summer VBS in cooperation with the Senior Pastor and other staff
 - Assist with curriculum selection
 - Recruit and train teachers
- Coordinate family activities
 - Develop, plan, and lead regular family outings and events
- Communicate the plans, goals, and accomplishments of St. Paul's Family Ministry
 - Notify children and parents or guardians of events and schedules
 - Maintain open communication with Education Commission and Congregational Council
 - Submit monthly report to Congregational Council as needed
 - Meet to coordinate with Pastor as needed
 - Attend staff meetings as needed
- Contact families who haven't been actively participating

Qualifications

Qualifications include:

- High school diploma or equivalent
- Strong relational intelligence, interpersonal and communication skills with all ages
- Strong leadership skills including leader recruitment and training
- Strong work ethic and organizational skills
- Biblical and Lutheran theological understanding
- Ability to uphold the teachings and practices of the Evangelical Lutheran Church in America and a Reconciling in Christ congregation
- Demonstrated experience working with youth
- Hold a valid driver's license
- Must complete and pass background checks
- Must be 23 years or older

Working environment

- Requires some degree of flexibility in hours available for work, including evenings and weekends
- Ability to work remotely, as needed

Compensation

Part-time interim, hourly \$20-\$30/hr. based on experience, average work week 5 to 10 hours/week, not to exceed 10 hours per week

Application process

Send letter of interest and application to Gay Nass (jobs@stpaulvp.org) by April 1, 2023.

About St. Paul

Loved by God, we grow, care, give and share in Jesus' name.

St. Paul Lutheran Church (www.stpaulvp.org) is an inviting and active congregation of the Evangelical Lutheran Church in America (www.ELCA.org). Located in the near west Chicago suburb of Villa Park (545 S. Ardmore Avenue), our congregation members live primarily in Villa Park, Lombard and the surrounding suburbs. We are a growing Reconciling in Christ community that welcomes people of every sexual orientation, gender identity or expression, age and size, color and culture, socio-economic circumstance, marital status, ability and challenge.