

# Faith Lutheran Church

## Position Description – Children’s Ministry Coordinator

### **Position Purpose:**

This position will lead children’s ministry programming for grades K-2 and/or 3-6 on Wednesdays, in collaboration with the Director of Children, Youth and Family Ministries. This position will also assist in family and children’s ministry programming from birth through 6<sup>th</sup> grade on Sunday mornings and for other special events.

NOTE: Some programming traditionally occurs only during the school year. However, depending upon the needs of the church, special events may be scheduled during the summer.

### **Position Classification:**

This is a part-time, non-exempt position.

### **Position Responsibilities:**

NOTE: This position may be filled on a job share basis. The Director of Children, Youth and Family Ministries will determine the assignment of specific duties and work schedules.

- Knowledge of and ability to share and support Christian discipleship and ELCA doctrine and theology with children and families
- Assist in planning curriculum and lead programming for Wednesday evenings, which may include but is not limited to grades K-2 or 3-6
- Supervise the Faith Life Center (gym) activities on Wednesday evenings
- Assist with family and children’s activities for children birth through 6<sup>th</sup> grade on Sunday mornings during the 9:00 AM or 10:30 AM service (and occasionally both):
  - Lead large group time
  - Serve as substitute Sunday School teacher, as needed
  - Act as a resource to Sunday School teachers
  - Answer parent questions
- Write, take pictures and communicate impact of children’s activities to the congregation using photos and stories, as directed by the Director of Children, Youth and Family Ministries
- Other duties as assigned

### **Position Reports to:**

Director of Children, Youth and Family Ministries

### **Position Supervises:**

Volunteers

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## Position Qualifications:

### Required

- Valid driver's license
- Basic competence in Microsoft Office (*e.g.*, Word, Excel, PowerPoint) programs and network-related programs

### Preferred

- Previous experience working with children and families

## Nature and Scope:

- 1. Relationships:** In order to perform this position effectively, the employee is expected to perform his/her responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other church staff, and maintain confidentiality of church and personnel matters. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, available to the congregation and fellow staff members, and be open and welcoming to church members and visitors. As part of this responsibility, the employee must relate well with staff, congregation members, visitors and volunteers, and work with volunteers within the scope of this position.
- 2. Knowledge, Skills, and Abilities:** This position requires dedication to the mission and ministry, analytical and artistic skills, and strong communication, organizational and coordination abilities. Employee will practice good stewardship regarding church funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner. Employee is encouraged to continue lifelong learning by attending professional training and seminars to enhance his/her skill set.
- 3. Problem Solving and Creativity:** This position requires problem-solving skills and an ability to deal with last-minute changes or contingencies in a diplomatic manner. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which he/she is responsible.
- 4. Freedom to Act:** All positions carry the expectation that the employee arrives at work on time and is prepared to work, works well with minimal supervision and direction, and is professional in carrying out his/her work. Any freedom to act is bounded by federal and state laws, rules and regulations; vision and priorities set by or with the congregation; and generally accepted principles of integrity, good taste and professionalism.
- 5. Job Performance Review:** In addition to any feedback given in regular meetings between employee and supervisor, the employee can expect a minimum of one job

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performance review per year to help in continuing his/her lifelong education process and professional skill set development.

The job performance review will include the following:

- Supervisor evaluation
- Employee self-evaluation

The job performance review may also include some or all of the following:

- Feedback from congregation members or volunteers with whom the employee interacts on a regular work-related basis
- Feedback the supervisor has collected from co-workers

The employee, supervisor and possibly a member of the Personnel Committee will participate in the job performance review.