



POSITION TITLE: DIRECTOR OF CHILDREN'S MINISTRY
REPORTS TO: DIRECTOR OF FAMILY MINISTRY
FLSA STATUS: EXEMPT, FULL-TIME 40 HOURS/WK
DEPARTMENT: FAMILY MINISTRY
PAY RANGE: \$67,000-\$70,000 ANNUALLY

SUMMARY: Provides leadership in the overall operations of Children's Ministry with a passionate desire to serve the Lord and draw others into following Jesus. Provides spiritual growth opportunities to children from infant through 5th grade and their families. Exemplifies the Christian philosophy of St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to employees and those being served.
- Designs, supervises, and leads all aspects of Children's Ministry, including but not limited to, Children's mid-week bible study, Sunday morning Sunday School, Sunday nursery care, Friday morning Seedlings, 5th grade discipleship and other ongoing spiritual growth opportunities.
- Develops and supervises special events for the different age groups (preschool, K-2, 3-5) throughout the year.
- Works with the Director of Family Ministry and Family Ministry Staff in the development and implementation of the Faith Stepping Stones processes.
- Works with Family Ministry to encourage and prepare children for the First Communion.
- With the Director of Family Ministry identifies, invites, and trains volunteers to enhance Children's Ministry.
- With the Director of Family Ministry, oversees Children's Ministry Department hiring, scheduling and budget, including payroll, purchases, rentals, and employee shift assignments.
- Develops and implements entire VBS curriculum and infrastructure, including but not limited to scheduling, volunteer recruitment and training, budgeting, marketing and registration. Leads both staff and volunteers in these efforts.
- Works with Missions and Outreach for ways to align Children's Ministry with outreach programming for events such as Care-Givers Day Off, Easter Egg Hunt and Christmas Extravaganza.
- Communicates expectations and plans with employees and provides positive and constructive feedback verbally and in writing as appropriate.
- Understanding of CA laws pertaining to the safety and security of children.
- Responsible for ensuring Child Care for other ministries of St John's as needed.
- Develops avenues for young families to utilize their gifts in worship.
- Works with Preschool Director to lead preschool chapel as needed.
- Sets clear strategy on the recruitment, clear communication with, and follow up of all new and returning visitors and families.
- Demonstrates and maintains collaborative communication with the Director of Family Ministry and other departments for cohesive operation as an organization.

- Attends weekly Family Ministry Meeting for reporting and collaborative event planning.
- Provides appropriate support to children and families who are experiencing life challenges and crises.
- Performs related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor's Degree required OR 5+ years of credible service in a larger congregation
- Is or will become a member of St. John's Lutheran Church
- **Intermediate Core Knowledge** of LCMS doctrine and beliefs
- **Advanced Language Skills** (written, verbal) – Ability to read, analyze and interpret general correspondence, instructions, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees, church members and others as necessary
- **Advanced Reasoning Ability** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Ability to interpret a variety of instructions and draw valid conclusions. Ability to exercise strong attention to detail and organizational skills as required for successful job performance
- **Advanced Organizational Skills** – Advanced abilities with planning multiple priorities simultaneously, create work schedules for team and anticipate proactive solutions. Demonstrates self-initiative by requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work with appropriate pace and urgency.
- **Basic Computer and Social Media Skills** – Basic skills using Microsoft Office software, and other custom software's utilized by the organization, such as "Planning Center" and "Pro Presenter" Instagram, Facebook, and Snap Chat. Ability to use internet based applications and other industry – specific software.
- **Certification / License Requirements** – CPR and first aid certified. Maintain training requirements for Child Abuse Reporter.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Regularly lifts up to 50lbs
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: