



POSITION TITLE: CHILDREN'S MINISTRY ASSOCIATE
REPORTS TO: DIRECTOR OF CHILDREN'S MINISTRY
FLSA STATUS: NON-EXEMPT; PART-TIME (LESS THAN 20 HRS/WEEK); INTERMITTENT (BASED ON NEED)
DEPARTMENT: FAMILY MINISTRIES
PAY RATE: \$16.50/hour

SUMMARY: Supports the operations of Children's ministry with a passionate desire to lead children to follow and serve Jesus Christ. Provides supervision, training and coaching to children and volunteers. 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.
- Assists and supervises children's mid-week bible study, Sunday morning Sunday School, and other outreach activities related to Children's Ministry.
- Works as a valuable team member for Children's Ministry.
- Assists with design and set-up for Children's Ministry events and operations.
- Ability to lead lessons for Sunday School, Seedlings and other childcare program opportunities.
- Regularly communicates and provides feedback to the Director of Children's Ministry.
- Provides assistance with lesson prep and events of Children's Ministry.
- Performs related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- High School degree OR equivalent.
- Must be at least 18 years of age.
- Is or will become a member of St. John's Lutheran Church.
- **Intermediate Core Knowledge** of LCMS doctrine and beliefs.
- **Intermediate Language Skills** (written, verbal) - Ability to read, interpret and create general correspondence, instructions, and procedures. Ability to effectively present information and respond to questions from groups of employees, church members and others as necessary.
- **Intermediate Reasoning Ability**- Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Intermediate Organizational Skills** - Intermediate abilities with planning multiple priorities simultaneously. 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 Skills** - Basic skills using Microsoft Office software, and other custom software utilized by the organization. Ability to use internet-based applications and other industry- specific software.

- **Certification / License Requirements** - First Aid/CPR/AED Certification; Mandated Reporter Certificate (done through employee on boarding process)

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.
- Works evenings and weekends as necessary.

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