Job Posting for…

***Children & Family Ministry Coordinator***

Part time

**First Lutheran Church**, Hayward, WI

**Job Overview-** First Lutheran Church of Hayward, WI, is seeking an enthusiastic, Children & Family Ministry Coordinator for part-time employment. Primarily, this leader will work with Terrific Tuesday, the after-school faith formation ministry of approximately 15-24 students at the K-5 grade level.

**Responsibilities-**

The prospective hire must be able to:

1. Understand the *Vibrant Faith Frame* that serves as a guide for Children, Youth & Family Ministry at First Lutheran.
2. Develop scope & sequence of faith-based instructional content, weekly lessons, activities and projects aligned to *the Theology Frame for Children, Youth & Family* and in synergy and collaboration with the Youth & Family Ministry Coordinator (grades 6-12) of First Lutheran Church.
3. Develop a school-year curriculum calendar of content/ theme/ events for the year and communicate this with parents, volunteers, ministry staff, and the church Webmaster during the summer.
4. Recruit, instruct, and communicate with volunteers to coordinate weekly Terrific Tuesday activities.
5. Establish a communication plan/system with families, ministry staff, the congregation and Hayward Elementary Campus Staff.
6. Lead and coordinate Terrific Tuesdays and related activities per calendar set.
7. With input from volunteers, parents and ministry staff, evaluate and adjust throughout the year.
8. Promote student involvement and enrollment at Wapo Bible Camp in Amery, WI. Attend the weekend camp, one-day camp and share covering the week camp with the Youth & Family Ministry Coordinator. (First Lutheran typically attends camp the third weekend through the fourth week of June.)

**Qualifications**- Background and/or successful experience working with and/or teaching K-5 students. The applicant must be able to work with students of all ability levels across the span of K-5 and pass the Background Check process of First Lutheran.

**Compensation**- The salary for this part-time position is approximately $10,400. It is estimated that the hire will work an average of 10 hours per week ($20 per hour). It is likely that more hours are necessary during the school year, with less hours spent in the summer months.

**Physical Requirements/Working Conditions-** The hire must be able to oversee, supervise, and/or lead teach, while moving throughout the church confines and/or church property, for purposes of direct supervision of various children breakout groups. The hire must arrange pickup for K-5 students from the elementary school at 3:10pm on Tuesdays in mid-September – April. The hire must be able to meet with ministry staff and Church Council as determined necessary to keep all ministries, facilities and resources moving together in harmony. Hours associated with meetings with volunteers, students, and ministry staff are required to be on site. Planning and communication elements involved in the position may be completed off site.

**How to apply:** To inquire with questions, and/or to send a letter of application and resume, please email First Lutheran Personnel Committee at Hayward1stlutheranyouth@gmail.com

The position will remain open until filled.

**About First Lutheran Church**

First Lutheran Church of Hayward, WI., is a member of the Northwest Synod of Wisconsin, and is an affiliate of the Evangelical Lutheran Church of America. First Lutheran’s mission statement is *“Let all that you do be done in love” 1 Corinthians’ 16:14.* The overall mission of the Children, Youth, & Family ministry is “cultivating faith experiences that positively impact and sustain for a lifetime.”