

Position Title: Children's Ministry Coordinator

Part Time – Non-Exempt Reports To: Faith Formation Pastor

Principal Focus:

Coordinate the implementation of the strategies for faith formation for children and their families with children ages 3 through grade 5, with a strong emphasis on building relationships among God, children, and community.

Regular Duties:

- Build strong relationships with children and their families to encourage spiritual growth and participation
- Recruit, equip, and empower Sunday School teachers, assistants, and lay-led teams
- Collaborate with leadership, staff, and teams to coordinate Sunday School, Stepping Stones, and specialized ministry and milestone opportunities
- Be present on Sunday mornings and occasionally teach a class
- Oversee Vacation Bible School and a team-led approach
- Actively monitor the children's ministry budget
- Attend staff and Faith Formation meetings.
- Other duties, as assigned.

Occasional Duties:

- Assist with special events, as needed.

Skills and Requirements:

- Strong Christian faith; understanding of Lutheran theology
- Dynamic speaking and teaching skills
- Strong relational and communication skills
- Bachelor's degree required; education or ministry preferred
- Experience working with volunteer teams; ability to delegate to other staff and lay leadership
- Strong technology skills (Word, PowerPoint, Excel, etc.)
- 3+ years ministry, education, and/or volunteer coordination experience
- Driver's license, preferred
- Willing to work Sunday mornings and occasional evenings
- Ability to work with a variety of personalities
- Ability to multitask and prioritize
- Ability to maintain confidentiality
- Ability to address and diffuse conflict