



Children's Ministry Director

Reports to: Senior Pastor

Supervision: Yes

PART TIME, FLEXIBLE 500-800 hours/year, \$22.50/hour

Benefits: No

Job Summary:

The Children's Ministry Director will provide leadership for programs at Trinity Lutheran Church that minister to children and their families, supporting and equipping parents in raising their children to connect, grow, and serve Jesus.

Essential Functions:

- Leadership of Sunday morning and Wednesday afternoon children's programming (birth – grade 5).
- Select and/or write curriculum that fits a large group/small group model and coordinates with worship themes and biblical stories.
- Direct, equip, and appreciate Children's Ministry leaders and volunteers and delegate ministry tasks. Complete and retain all necessary paperwork for volunteer screening, hiring and background checks.
- Develop, coordinate and implement, learning and service opportunities for children and their families.
- Collaborate with the youth director for worship opportunities for children.
- Coordinate summer day camp experiences that invite children from our church and our community to experience fellowship and promote faith formation at Trinity Lutheran Church.
- Create and deliver children's sermons or coordinate volunteers and church staff to deliver, as directed by the Senior Pastor.
- Coordination of faith milestones with the Senior Pastor: First Communions, First Bibles, etc.
- Oversight of nursery needs and staffing.
- Plan, organize, and implement a Children's Ministry communication plan with parents, staff, volunteers, congregation, and community. Including content for the monthly newsletter.

Other Responsibilities:

- Provide an annual written report to the Church Council.
- Serve on the Children's Education Committee and provide appropriate reports to the committee.
- Set and maintain the annual Children's Ministry budget aligned with the mission and vision of Trinity Lutheran Church.
- Participate in staff meetings as needed.
- Work with custodians and staff for set up and take down of children's events.
- Other duties as assigned by the Senior Pastor.

Qualifications & Characteristics

- Personal Christian faith and a passion for teaching, especially to children and families.
- Enthusiastic, energetic, and creative in Christian Education and Spiritual Formation leadership.
- Excellent Communication skills needed with the ability to communicate in person, in a public forum, online and in print to coordinate staff, volunteers, lay people and communicate upcoming activities, well in advance.
- Organizational, planning, preparedness and attention to detail skills, to be able to delegate and have materials ready for each program.
- Capacity to work successfully as part of a ministry team with other staff members and elected lay ministry leaders.
- Possesses a genuine concern for all people, and capacity to relate with all people in a sensitive, respectful way. Has discretion needed to keep church business confidential as appropriate.
- Willing to vary the work schedule when needed.
- Able to pass a background screening.
- A current Driver's License and reliable transportation.
- Competent in use of basic church software, including Word, Publisher and PowerPoint.
- Good sense of how growing and supporting our children fits with the overall mission of Trinity.
- ELCA background preferred but not essential.
- A Bachelor's degree in a related field or experience in Childhood education leadership and/or Christian ministry preferred.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be able to lift and/or move up to 50.

Employee is required to stoop, bend, kneel and crouch.