

## ***St. Philip's Lutheran Church***

### **Job Description**

**JOB TITLE:** Director of Children's Ministries

**DATE WRITTEN:** September, 2022

**REPORTS TO:** Senior Pastor

**STATUS:** Non-exempt, part time, 25 hours/week

#### **POSITION SUMMARY**

The Director of Children's Ministries is to be a person dedicated to the ministry of the Lord Jesus Christ and committed to the mission and vision of St. Philip's Lutheran Church. This position oversees the development and implementation a unified program of Christian education for ages 0-12. This ministry focuses on Sunday School and Vacation Bible School for preschool and elementary age children, as well as family activities.

#### **DUTIES AND RESPONSIBILITIES**

##### **1. Administrative Responsibilities**

- Maintain attendance records and update contact information with church office.
- Gather information for background checks and supervise safe church training.
- Maintain a valid driver's license with current insurance coverage.

##### **2. Budget/Finances**

- Prepare annual budget for Children's ministries with the Faith Formation Ministry Team.
- Track expenses and activity revenues.
- Coordinate fundraising activities for special events.

##### **3. Ministry Team**

- Attend weekly staff meetings.
- Attend monthly Faith Formation Committee Ministry Team meetings.

##### **4. Communication**

- Maintain appropriate social media accounts/web pages.
- Provide written reports as requested by council.
- Provide timely information to the congregation about upcoming events via bulletin announcements, newsletter, and the church website.
- Collaborate with staff and ministry teams to integrate children throughout congregational events and worship.
- Connect with community via service projects i.e., nursing home visits, family service visits, and other appropriate ministries. Connect with other local churches.

##### **5. Facilities Management**

- \* Maintain security of building as needed.
- \* Maintain storage of items used for children and family activities.

## **6. Program Planning**

- **Children's Christian Education**

Recruit, work with, and equip volunteers to plan and implement:

- a) Programming for continuity of learning and progression of children's faith development primarily through Sunday School.
- b) Traditional children's events i.e.: Christmas program, vacation bible school, milestone events.
- c) Engagement activities for families with young children.
- d) Fellowship activities for children and parents at SPLC and in the community.

- **Families:**

Recruit, work with and equip volunteers to plan and implement:

- a) Activities with an intergenerational focus.
- b) Sharing of Christian parenting resources
- c) Sharing knowledge of local agencies that are available to support families

## **7. Other Duties as assigned**

### **QUALIFICATIONS**

#### **Required:**

- Passion for Jesus Christ and love for children and their families
- Ability and desire to build a team of adults to assist with children's programming. Experience leading volunteers is a must.
- Ability to assess and/or write Christian education materials in the Lutheran tradition
- Experience in Christian education
- Excellent verbal and written communication skills – technology experience and social media experience a must
- Strong organizational skills
- Creative, enthusiastic, faith-filled spirit
- Work well alone, and in a team
- Regular attendance in worship is expected

#### **Physical requirements:**

- Ability to regularly lift 50 pounds.
- Ability to climb a ladder of 3-5 feet.

#### **Preferred:**

- Prior experience in children, youth, and family ministry.
- Experience in volunteer training and development.

### **PERSONNEL MANAGEMENT**

- Recruit, work with and equip volunteers to plan and implement Children and Family programming

### **POSITIONS RESPONSIBLE FOR N/A**