

Ascension Lutheran Church

Position Description

Updated December 2018

Position Title: Director of Children's Ministry
Reports To: Children, Youth, and Family Pastor

Summary

This is a part-time, 25 hour per week position, working primarily with children from birth to 6th grade. This position is responsible for collaborating with the Children, Youth, and Family (CYF) Pastor in growing lifelong witnessing worshippers with servant hearts. The position requires an active faith life, experience working with children, and excellent critical thinking, organizational, and people skills.

Responsibilities

- ❑ Coordinate and manage Sunday School on Sunday mornings. Communicate with teachers; provide curriculum and supplies in a timely, organized fashion. On a weekly basis, review Sunday School attendance and follow-up with families as needed.
- ❑ Plan and lead programming for a bi-monthly, faith-based 4th-6th grade activity.
- ❑ Plan, organize, and coordinate a week of Vacation Bible School each summer; work with a team of volunteers and CYF Pastor to determine the appropriate structure and schedule.
- ❑ Plan and coordinate a yearly Christmas program.
- ❑ Recruit and nurture volunteers. Assist CYF Pastor in providing training for all volunteers.
- ❑ Communicate regularly and in a timely fashion with parents; nurture relationships with children and their families.
- ❑ Attend Tuesday morning staff meetings when requested.
- ❑ Develop systems of feedback for all major Children's Ministry programs and events. Assist in analyzing and improving any systems already in place.
- ❑ Develop and coordinate Children's Ministry calendar with staff; maintain excellent organizational systems.
- ❑ Assist in developing and implementing policies that ensure the safety of our children, staff, and volunteers.
- ❑ Develop and be accountable to Children's Ministry budget; purchase supplies.
- ❑ Assist CYF Pastor in intentionally reaching out to Ascension Lutheran School families.
- ❑ Assist and support the CYF team as needed.

Qualifications

- ❑ College degree required; background or degree in education, child development, or children's ministry strongly preferred.
- ❑ Ability to articulate Lutheran theology.
- ❑ Demonstrated critical thinking skills, open-mindedness and openness to change.
- ❑ Ability to receive and adapt to feedback; teachable.
- ❑ Strong administrative, interpersonal, and communication skills.
- ❑ Excellent organizational and time management skills.
- ❑ Ability to operate personal computer and software programs.
- ❑ Shows initiative as well as follow-through.
- ❑ Ability to work independently; team player who will work toward our common goal.
- ❑ Active, demonstrated faith, and the ability to articulate it.

Work Environment

The Director of Children's Ministry will often work in a typical office environment, utilizing a personal computer and normal office equipment to perform the necessary job duties. A significant portion of this person's time will be spent leading Children's Ministry events.

Evaluation

Evaluation will take place at the end of the first three months of employment and at the end of the first year; thereafter, evaluations will be done on a yearly basis.

Ascension's Philosophy of Children, Youth, and Family Ministries

Ascension strongly values CYF ministry and follows a model of CYF ministry that postulates the need for both "general contractors" as well as an "architect." The CYF Pastor is the architect, determining what the structure will look like. The Children's Ministry Director is a partner with the CYF Pastor in putting the CYF pastors' vision into practice as well as in contributing to the ongoing development of the vision. This means that excellent critical thinking skills will be crucial for this position, as this person will be asked to apply the principles of the CYF Pastor's vision; having an openness to change will also serve this person well.

The CYF Pastor's vision for ministry is fundamentally collaborative and team-based, and the right candidate for this position will have that orientation as well. The vision has a few key principles, including: equipping parents to do faith with their kids, faith is caught more than it is taught, and developing significant intergenerational relationships. A candidate who is interested in learning more about the philosophy that undergirds the CYF Pastor's vision might read *Sticky Faith: Youth Worker Edition*, by Kara Powell, Brad Griffin, and Dr. Cheryl A. Crawford.

To Apply

<https://alcto.bamboohr.com/jobs/view.php?id=12>