

# Hope Lutheran Church

## Director of Children's Ministry Job Description

### Job Title: Director of Children's Ministry

**General Description:**

To model the love of Jesus Christ through developing, implementing, and directing effective ministries for encouraging and enabling spiritual maturity in the lives of children.

**Essential Job Functions:**

- ⤴ Coordinate Sunday School for ages pre-K through 6th grade which includes ordering curriculum and supplies as needed.
- ⤴ Direct responsibility for Wednesday night children's ministry.
- ⤴ Direct responsibility for planning and production of summer ministries.
- ⤴ Directly supervises the Nursery Coordinator.
- ⤴ Recruit and train volunteers to fill supporting roles in all children's ministries.
- ⤴ Coordinate occasional special event nights where children's activities are provided.
- ⤴ Coordinate outreach ministries aimed at children.
- ⤴ Seeks to find every avenue to equip parents to be the primary spiritual guide in the children's lives.
- ⤴ Coordinate with the Director of Senior High Education the development of children's ministries to provide both outreach and discipleship.
- ⤴ Provide a culture of pray within the church body.

**Knowledge, Skills, and abilities:**

- ⤴ Must be a Christian who confesses Jesus Christ as his/her personal Lord and Savior through their actions and lifestyle.
- ⤴ Must love and relate well with all children.
- ⤴ To show a supportive role in the children's activities outside of the church walls.
- ⤴ Possess knowledge of child development, including children with special needs.
- ⤴ Possess an understanding of a child's faith development process with goal to prepare all children to receive Christ, to become communicant members of the church, and to eventually transition into youth ministry.
- ⤴ Possess excellent communication and creative relational skills using appropriate mediums. such as email, telephone, letters, and face to face conversation.
- ⤴ Possess strong organizational and administrative skills.

**Education and experience:**

- ⤴ Mature Christian of a least 3 years that displays a living relationship with Jesus, passionate for children and families, team player, good communication skills, able to build relationships, organized, self-motivated and servant heart.
- ⤴ Undergraduate degree in Christian Education is a plus.
- ⤴ Must have experience in Children's Christian Education, Elementary Education, or Child Care.

**Additional Job Requirements:**

- ⤴ Flexible working hours will include Sundays and some evenings.
- ⤴ Must follow policies and procedures in accordance with Hope Lutheran Church and Personnel Policy Manual.
- ⤴ Conduct oneself in the best interest of children, in accordance with and in support of Hope Lutheran's mission and vision.
- ⤴ Must submit to and pass background screening, including criminal and drug testing.