

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 Youth Ministries 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 his/her 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 ideally transition into youth ministry, and to eventually become communicant members of the church.
- ⤴ 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:

- ⤴ Must be a mature Christian of at least 3 years that displays a living relationship with Jesus, has a passion for children and families, is a team player, is self-motivated, and has a servant heart.
- ⤴ Must have experience in Children's Christian Education, Elementary Education, or Child Care.
- ⤴ An undergraduate degree in Christian Education is recommended.

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.
- ⤴ Must 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.