



POSITION DESCRIPTION: DIRECTOR OF CHILDREN'S MINISTRY

POSITION OVERVIEW

Under the guidance of pastoral leadership, the Director of Children's Ministry will have primary responsibility for providing leadership, administration, and accountability in the area of ministry to children ages birth through sixth grade and their families at St. Paul's Lutheran Church. This person will serve and support this area of ministry and partner with other ministry staff, in concert with the purpose, core values, and vision of St. Paul's Lutheran Church.

ACCOUNTABILITY

Director of Children's Ministry reports to the Associate Pastor of Youth and Family Ministry, with responsibility to the Senior Pastor and Board of Elders.

QUALIFICATIONS

The Director of Children's Ministry will:

- Have a personal relationship with Jesus Christ as Lord and Savior.
- Perform all duties in accord with the mission of St. Paul's and the vision of the pastors and leadership team.
- Have a clear understanding of and agreement with Lutheran Church Missouri Synod theology.
- Demonstrate exemplary leadership, time and financial management, planning, supervisory, and organizational skills.
- Demonstrate proficiency in use of Microsoft Office or Google Suite products and a willingness to become proficient with the St. Paul's computer network environment.
- Possess a Bachelor's degree in a field related to job responsibilities.
- Prefer St. Paul's membership.
- Have the ability to pass a background check.

RESPONSIBILITIES

In accord with the vision of St. Paul's Lutheran Church, the Director of Children's Ministry will:

- Embrace and promote wholehearted support of the vision, mission, and goals of St. Paul's Lutheran Church.
- Develop, implement, and communicate the vision, goals and strategy of Children's Ministry to children, their parents, and the congregation.
- Implement age-appropriate children's education curriculum to meet the needs of children in the church (ages 0-2, 3-5 years, 1st & 2nd grade, 3rd & 4th grade, 5th & 6th grade) – this applies to weekend and midweek education times, connected with annual worship theme.
- Develop and implement Parent mentoring opportunities in conjunction with the Associate Pastor of Youth and Family Ministry.
- Recruit, train, prepare, and lead Servant Leaders in growing God-loving, Home-Building, World Changers (in weekend and midweek ministry, Vacation Bible School, etc.).
- Develop, implement, and oversee an effective Vacation Bible School (VBS) annually.
- Be actively involved in the design and implementation of child/family friendly events that draw member and prospective families together at key times of the year (i.e. Back to School, Fall, Christmas, Easter, etc.).
- Create and implement activities to encourage at-home family involvement and equipping parents to be the greatest spiritual influencers of their family.
- Partner with other ministry staff to coordinate Children's Ministry with other ministries of the church, especially the Early Learning Center and Lutheran School Association (LSA).
- Design opportunities and nurture children's participation in worship experiences
- Connect and communicate with children/families at key stages (births, baptisms, third birthdays, etc.).
- Create and implement a cohesive plan that is age appropriate for service and mission in the local community, nation and world.