



First Lutheran is a vibrant Christian Community where faith and life meet through worship, learning and serving in Jesus' name.

Position Title: Director of Children's Ministry

Reports to: Pastor of Intergenerational Ministry

Date: August 2024 revised

PURPOSE STATEMENT: Nurture vibrant and active faith for people of all ages and stages of life, especially birth–grade 5.

CORE COMPETENCIES: Hospitality, communication, productivity, interpersonal skills, integrity, creativity, responsibility, adaptability, collaboration, facilitation and relationship-building

POSITION DESCRIPTION: A highly energetic and relational professional with a track record of building relationships and the ability to develop a strategic plan for ministry to children and youth.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provide a ministry of presence and hospitality to children, youth, and their caregivers.
- Collaborate with YMD to develop and implement a curriculum scope and sequence.
- Develop and maintain a process for consistent communication with families and the congregation about CY happenings and events.
- Discover and implement ways to connect church and home into existing programming and congregational life.
- Oversee the day-to-day administration of CYM:
 - Maintain student records and registration database.
 - Oversee the space, equipment, and supply needs for weekly programming.
 - Oversee the training, scheduling, and appreciation of volunteers.
- Regularly assess the ministry of children and youth and vision for its future in light of our mission statement and values.
- Routinely identify, equip, and train student and adult leaders for all areas of CYM.
- Other duties as assigned.
 - The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive.

POSITION EXPECTATIONS:

- Demonstrate a personal faith in Jesus and commitment to the mission of First Lutheran Church.
- Actively participate in the life of the congregation through worship, fellowship, and service.
- Offer radical hospitality to all.
- Be informed about what is happening at FLC.
- Actively build relationships with staff, members and visitors.
- Adhere to the staff covenant.
- Collaborate with pastors, staff, and appropriate committees to carry out the church's mission.
- Attend meetings as needed and requested by the Director of Church Administration or pastors.
- Implement a plan for continued professional growth and goal setting.