

Children's Ministry Coordinator Job Description

LORD OF LIFE LUTHERAN CHURCH 6190 Fairview Rd.

Baxter, MN 56425

JOB TITLE: Children's Ministry Coordinator

DIRECTED AND SUPPORTED BY: Associate Pastor

HOURS: 50 hours/month

COMPENSATION: [Budgeted for \$13,520 per year]

[50 hr/month at \$22.50/hr - 60hr/month at \$18.75/hr - 70hr/month at \$16.10/hr]

CORE PURPOSE: To inspire a deeper and richer connection to Christ, our community and others by tending to the spiritual growth of children and their families.

RESPONSIBILITIES:

1. An integrated approach to all ministries connecting with children and families ages 3 years-4th grade; milestone celebrations. Weekly Kids Time, Christmas Program, summer camp opportunities, Day Camp, VBS, and special events.
2. Coordinate overall vision for Kids Time [education program]
3. Plan/Coordinate Curriculum and supplies
4. Recruiting, developing and training volunteers for children's ministry.
5. Grow our current Milestone Ministry.
6. Participate in monthly ministry team meetings.
7. Help recruit Children's Ministry team members.
8. Working with pastoral leadership, support staff, Youth Director and Children's ministry Team on the overall vision and mission of children and family ministry at Lord of Life.
9. Overseeing children's ministry budget and dedicated accounts
10. Working directly with the Communications Coordinator to manage social media and promote events.
11. Attending Weekly Staff meetings.

COMPETENCIES:

- Growing spiritual relationship in support of this role serving God and others.
- Self-starter who can set goals, make plans, and achieve results.
- Ability to encourage others and support new volunteers.
- Excellent teacher who can inspire parents and children to grow spiritually.
- Excellent learner who can adapt to the ever-changing landscape of congregational life and faith formation.
- Work variable hours as need.
- Ability to relationally connect with the Lord of Life community.

QUALIFICATIONS REQUIRED

- A passion for Jesus and the desire to work with others for children's faith formation
- Demonstrated planning and organizational experience
- Ability to recruit volunteers and provide training for them

QUALIFICATIONS DESIRED

- At least a High school diploma
- Experience in working with children [ages 3 years -4th grade]
- Familiar with Lutheran Faith Practices and Lutheran Theology

VACATION AND BENEFITS: Per established Lord of Life policies as defined in the Personnel handbook.

IF INTERESTED: please contact Pastor Erika Nilsen at Erika@lolbaxter.org.