

Position Description for Director of Children's Ministry

POSITION: Director of Children's Ministry

Supervisor: Pastor of Youth and Family Ministry

The Director of Children's Ministry provides a leadership role in developing and implementing a comprehensive ministry program for birth through fifth grade children. The Director of Children's Ministry shall seek to foster Christian community through building relationships with children and their families in a way that grows their faith in Jesus Christ and their commitment to live out Bethel's mission to connect, grow, and serve.

The candidate should have a passion for working with children, an inclusive spirit, a strong Christian faith and an ability to connect personally with a diverse group of children. Key position responsibilities:

1. Function as a primary staff person relating to children and their families, providing leadership for ongoing ministry opportunities for students to grow their relationship with God, one another, and the world.
2. Develop a scope and sequence for the faith formation of children, which includes oversight for the implementation of Sunday School ministries for elementary school students.
3. Recruit and train adult volunteers to work with children between the ages of birth -5th grade, and supply leaders with timely access to teaching materials and supplies.
4. Plan and implement age appropriate activities for children that promote community through fellowship, fun and faith development. These activities may include, but are not limited to Bible camp, summer day trips, and other relationship building activities.
5. Ensure that the children's ministry practices are consistent with the Bethel Youth Protection Policy and corresponding procedures.
6. Research and acquire curriculum that aligns with Bethel Lutheran Church's vision and theology.
7. Help create and operate within budgeted resources.
8. Serve as liaison with Bethel Highlands Preschool, with attention towards connecting BHP students and families to Bethel Lutheran Church, and Bethel Lutheran Church to the Bethel Highlands Preschool.
9. Oversee the nursery ministry, which includes supervision of the lead nursery attendants.
10. Partner with the rest of the youth ministry staff to plan and host Vacation Bible School.
11. Serve as a "team player" – supporting other children and youth staff where appropriate, communicating children specific ministry details, and remaining committed to united vision of Bethel Lutheran Church.

Working Conditions: The position of Director of Children’s Ministry requires great flexibility in hours available for work, including evenings and weekends. The position is a ¾ time, salaried position and while the salary is based upon a projected 30 hours per week. It is recognized that the schedule may vary at different times of the year.

The Director of Children’s Ministry shall:

1. Maintain certain regularly scheduled office hours and contact information in order to be accessible to children, parents, staff, and the leadership of the congregation.
2. Commit to on-going education and additional learning and training through seminars, conferences, and classes.
3. Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence (meeting excepted).
4. In the case of extended time away from the office, arrange to receive messages.
5. Be familiar with and operate within the guidelines set forth in the lay staff handbook.

Office, phone, voicemail, email, internet services, and some administrative support are provided by the congregation for work related to this position.

Qualifications: The Director of Children’s Ministry plays a major role in the faith development of the younger members of the church, both as a leader, and as an example. Bethel Lutheran seeks a professional leader who has a solid understanding of the foundations of the Christian faith. We seek a person who generates new ideas and programs and a person who values a team concept of ministry. Therefore the following qualifications are desirable.

1. A Bachelor’s degree in Children’s Ministries or a Masters of Arts in Children’s Ministry preferred). Equivalent education will also be considered.
2. Minimum of two years’ experience in leading children, youth or family ministries preferred.
3. Good organizational and interpersonal skills.
4. Flexible and energetic with a good sense of humor.
5. Ability and desire to utilize technology to strengthen communication.
6. Able to multi-task, meet deadlines, and balance multiple responsibilities.