

Light of Christ Lutheran Church

Director of Children and Family Ministries

Position Purpose: The Director of Children and Family Ministries will lead the birth through grade six ministry. The Director will work closely with the Director of Youth and Family Ministry. This collaboration will provide dynamic leadership, visioning, and organization for the Children, Youth, and Family Ministry program that equips children, youth, and their families to understand and live out their role as beloved children of God.

Service and Outreach:

- Build individual relationships with children and their families and provide support as needed.
- Work with the Children and Family Ministry team to provide strong organization and leadership for learning, social and service opportunities.
- Organize and communicate event schedules, recruit volunteers, and lead activities.
- Seek to provide opportunities for parent education/growth in the areas of children and family.
- Encourage children and their families to participate in weekly worship and utilize their spiritual gifts within the worship environment.
- Provide an emotionally and physically safe and inclusive environment for all children to grow in their faith – a safe place to "hang out".

Administrative:

- Maintain scheduled office hours, including Wednesday afternoons and Sundays during the school year.
- Develop age-appropriate curriculum as needed.
- Maintain and manage the budget.
- Track registration, attendance and any special needs/allergies of children and families.
- Participate in scheduled meetings as needed.
- Prepare and submit regular communication, including social media posting and photos regarding Sunday School and special events.
- Other duties as assigned by Pastor.

Skills:

- Demonstrated organizational and communication skills.
- Proficiency in email, Microsoft Suite, Google Applications, social media and other software used by Church.
- Ability to confidently engage and energize groups with a dynamic, charismatic presence - leading through performance, singing, dancing and interactive facilitation.
- Knowledge of the Bible and Lutheran Theology

Competencies:

- **Interpersonal Skills:** Establishes good working relationships with others; builds appropriate rapport; uses diplomacy and tact; is approachable.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; maintains confidentiality of all employee and financial information.

- **Leadership Development:** Encourages others to discover and use their gifts in service to the larger community; calls out the best in others, supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation.
- **Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values and beliefs to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/discipleship as a journey or process; invites others into reflection about their personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.
- **Spiritual Maturity:** Show strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistently theology.

Supervisor:

- The Pastor will supervise this position.

Position:

- Non-exempt, part-time - 20 hours/week on average.
- Compensation in keeping with guidelines of the Minneapolis Area Synod

Educational Requirements:

- BA or BS degree, or equivalent experience.
- Experience working with children.
- Knowledge of the Bible and Lutheran Theology.

Physical Requirements:

- The physical requirements described here are representative of those that are expected to be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Occasional travel for activities such as out-of-town meetings or events such as Bible camp and children's activities and the capability to adapt accordingly.