



Job Description
Children's Ministry Coordinator
Full time, Exempt
July 2024

Position Objective

To serve St Andrew Lutheran Church and its families by collaborating with the Director of Children, Youth and Family Ministry to design and implement a faith formation ministry for children ages birth – 5th grade. This position will work with pastors and other program leaders to ensure this ministry complements and supports the mission of St Andrew as a whole.

Job Responsibilities

- In partnership with the Director of Children, Youth and Family Ministry, design and implement a weekly Sunday School ministry for children from birth through 5th grade, grounded in our Lutheran faith and tradition
 - Recruit, train, and provide ongoing support to all Children's Ministry teachers, aids and other volunteers during Sunday School sessions and by connecting with them on a regular basis
 - Coordinate with the Communications staff to facilitate ongoing communication with families via newsletters, website, and consistent messaging on phone, text and email to encourage and strengthen faith formation in the home as well as at church
 - Continuously strive to grow the participation in Children's Ministry programs
 - Work closely with families who have a child or children with cognitive disabilities to ensure they feel welcomed and supported by our Children's Ministry programs
- Coordinate and lead all aspects of our Summer Sunday School program
- Design and implement a Summer Vacation Bible Study program, including training of all adult volunteers
- Create and implement the Children's Christmas program
- Oversee and support Wednesday night programs
- Work with supervisor and Finance staff to prepare an annual budget that will support Children's Ministry each year
- Develop special programs and annual events as appropriate

Other Responsibilities:

- Work with staff on planning milestones for Children's Ministry (First communion, etc.), Parent's Night Out and Serve and Play Days
- Work with Pastors, Director of Children, Youth and Family Ministry and Worship & Music Director in planning Worship Young, and Wiggle and Worship services
- Stay current on best practices for meeting the needs of our children and families at St Andrew
- Network with other churches and program leaders to develop resources and identify new and creative ministry opportunities
- Assess current processes to improve and implement best practices for children's programming
- Seek input and guidance on a regular basis from pastors and other program leaders to ensure a cohesive program that complements the ministry of St Andrew Lutheran Church

Position Type/Expected Hours of Work

This position is full-time and eligible for St. Andrew Lutheran Church's full suite of full-time benefits, including PTO, Life Insurance and Disability as well as Medical, Dental and Vision. St. Andrew also contributes 6% of the annual salary towards the 403B plan.

St. Andrew Lutheran Church is an equal opportunity employer commitment to providing equal employment opportunities for all applicants and employees, regardless of race, religion, gender, national origin, age, disability, marital status, or veteran status.

Position Reports to: Director of Children, Youth and Family Ministry