



Job Description

Children's Minister

Job Summary:

The Children's Minister develops and offers a welcoming, joyful, faith formation community for St. Andrew children and their families. They are dedicated to the ministry of those aged birth through fifth grade and fostering an environment where every child and every family feels valued. The Children's Minister works collaboratively with Clergy and church leaders to design age appropriate and engaging biblical material, events, and programs that are aligned with the broader mission of the church.

Essential Functions:

1. Embrace, live, and promote St. Andrew's core values and mission. This includes nurturing the future of faith by cultivating beloved community, encouraging faithful curiosity, equipping all as servant leaders and being all-inclusive. The role further ensures the experience of our Mission: You Matter, You Belong. We Care.
2. In coordination with the Director of Children, Youth and Family Ministry and Early Childhood Minister, designs and implements a warm, engaging Sunday School ministry for children birth through 5th grade that is grounded in our Lutheran faith and tradition.
3. Recruits, trains, and supports Sunday school teachers, helpers, and volunteers with a spirit of encouragement and presence- helping them feel confident, appreciated, and connected.
4. In coordination with the communications staff, engages regularly with families via newsletters, website, voicemail, email, and texting in ways that encourage and strengthen faith formation in the home and at church
5. Welcomes and supports families with children who have cognitive disabilities, ensuring every child can participate in children's ministry programs with a sense of dignity and belonging.
6. Mentors and empowers lay leaders, adults, and youth, to discover, develop, and use their gifts within CYF ministries.

7. Designs and leads the summer Vacation Bible School Program (VBS), cultivating a fun, inclusive, and supportive environment for children and volunteers.
8. Creates and implements the Children's Christmas Program with warmth, creativity, and family-friendly collaboration.
9. Oversees and supports Wednesday night children's programs, helping them to be consistent places of community, learning, and belonging.
10. Suggests, plans and staffs special programs and annual events that celebrate the life of the congregation.
11. Supports other CYF and St. Andrew events such as Trunk or Treat Day, Rally Day, and Summer Socials that help families feel woven into the fabric of the Church.
12. Maintains children's ministry databases, registrations, and administrative tasks with confidentiality, sensitivity, care, clarity, and hospitality.
13. Assists in planning and leading milestones such as First Communion, Parent's night Out and Serve and Play Days.
14. Works collaboratively with Clergy, CYF, Early Childhood Staff, and the Worship & Music Director in planning Worship Together, Wiggle and Worship and other family-friendly worship experiences.
15. Seeks guidance and feedback regularly from Clergy and program leaders to maintain consistency and alignment with St. Andrew Lutheran Church.
16. Ensures background checks are conducted on all individuals prior to working with children and in accordance with the child protection policies and procedures.
17. Promotes and maintains a safe, welcoming environment for children and their families on-site as well as programs, events, and activities off-site.

Competency, Education, Training, Licenses, Knowledge, Technical Skills, Supervisory, and Other Required Experience:

- Experience or education in ministry, education, outreach, or a related field.
- Must be able to engage warmly, cordially, positively, and professionally with highly diverse groups of children, families, volunteers, members, staff and demographics of the church.
- Able to communicate effectively verbally as well as in writing
- Able to work Sunday – Thursday as well as occasional evenings and special events
- Able to attend and participate in staff events and meet on a regular basis with supervisor.

Expected hours of work:

Consistent work hours include Sunday mornings 7 am to Noon, Wednesday's Through 7 pm, some flexibility is available for remaining week hours.