

# St John's Lutheran Church

## Children's Ministry Coordinator Job Description

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Job Title: Children's Ministry Coordinator

FLSA Status: exempt

Prepared By: Pastor Eric Luedtke

Prepared Date: 4/27/2017

Approved By: Council

Approved Date: 4/27/2017

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**General Purpose of the Job:** *Briefly describe the job's primary purpose or contribution to the church. The statement should be a paragraph or less and should not be a restatement of the essential duties.*

The Children's Ministry Coordinator serves as the program leader of St. John's Sunday School ministry. This person is responsible for coordinating the work of the Sunday School (pre-school to 5<sup>th</sup> grade), leading the Sunday School leadership team in planning, organizing, recruiting and equipping leaders and in mobilizing members to achieve goals toward the stated objectives. Duties are expected to average 15 hours per week.

**Essential Duties:** *Describe the duties and responsibilities that are critical to the successful performance of the job, in order of importance. State duties in terms of what is done (the action or output); how it is done (the equipment, processes, procedures used); and why it is done (for what purpose). When practicable, include performance standards (ie. within budget, on a timely basis, according to procedure). Indicate the approximate percent of time spent on each duty. This list of duties and responsibilities is not intended to be all-inclusive. Similar duties, which by themselves make up less than 5% of the job, can be listed together as one item.*

- 1.) Be present and available each Sunday (8am to Noon) September through May to Coordinate the needs of the Sunday School Program, be available to troubleshoot challenges, welcome new participants, and support SS leaders, present in and around times of worship.
- 2.) Utilize chosen Sunday School curriculum and ensure materials/resources are available to students and teachers to support a positive experience for the children. This includes adapting weekly lessons from the curriculum for use and communicating the weekly theme focus to Large Group Team and Small Group Leaders.
- 3.) Coordinate and recruit volunteers for leading, shepherding, and assisting in Sunday School. Be available to fill in as necessary for leader absences. Provide support and guidance to Sunday School Leadership Team (Large Group Team, Small Group Team, Registration Process, Cradle Roll Ministry)
- 4.) Communicate program expectations, stewardship milestones, and important dates with leaders, parents, students and congregation. This is done through direct communication to participant families; announcements and articles in Happenings, InSpire, and Next Steps; and use of congregational social media.
- 5.) Build relationships with participants and their parents with a particular focus on helping to welcome and connect new students and their families.
- 6.) Develop and manage the Sunday School budget. Maintain records of stewardship, class rosters, registration forms, and other data for church records.
- 7.) Provide support to Vacation Bible School Leadership Team and Music Camp Leadership Team.

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**Marginal / Non-Essential Duties:** *List other duties that are performed by this position, but that are not primary functions of the job.*

- 1.) Participate in weekly staff meeting currently held on Tuesdays, 10:00-11:30 A.M.
- 2.) Meet regularly with Children, Youth and Their Families ministry leader for ministry support

**Working Relationships:** *Indicate the job title of the person that the incumbent in this job reports to. Also indicate what, if any, supervisory responsibilities the person in this job has including the titles and number of employees supervised.*

Reports to Children, Youth and Their Families Ministry Leader (currently Associate Pastor)

Supervises volunteer leaders (Sunday School Small Group Leaders, Large Group Leaders)

**Skill and Knowledge Requirements:** *Often referred to as competencies. To perform this job successfully, an individual must be able to perform each essential duty at a fully satisfactory level. List the knowledge, skills and abilities required to perform the essential duties of the job. Indicate the level of skill and knowledge (ie. basic, strong, advanced, etc.) List any particular licenses or certificates if they are required. Also, list the educational background, degree requirement if any, and/or previous experiences that would typically provide a person with this knowledge, skill, and ability.*

- Bachelor's Degree in Education, Children's Ministry, or related field, or equivalent life/work experience.
- Have an understanding of Lutheran theology and the ability to integrate it into the educational programming of the congregation.
- Demonstrated skills in organization
- Must have effective communication, interpersonal, and teamwork skills to interact effectively with supervisor, congregation members and visitors, children and their families.
- Maintains a positive professional attitude at all times.
- Respect the dignity as basic rights of each child and family members.
- Must pass drug screen and criminal record check.

**Physical Demands:** *Describe the physical demands and/or physical work environment characteristics the employee is exposed to in carrying out the essential duties of the job. Include things like lifting, climbing, carrying, bending, stooping, standing, exposure to weather, travel, exposure to loud noise and/or fumes, etc. Also indicate amounts, such as; lifts up to 50 lbs several times a day.*

Most work is performed in a small office environment. The job requires frequent moving throughout facility. There are frequent verbal communications with people in person or by telephone. Some time is spent seated at a desk with access to telephone and computer.

**Mental Demands:** *Describe the mental demands for an employee to carry out the essential duties of the job. Include things like concentration, adherence to strict time deadlines, complex data analysis, stress resulting from critically important or creative duties.*

The position requires independent and strategic thinking as well as ability to be self-motivated to identify and complete essential duties. Some duties require precision and adherence to strict time deadlines. Stress levels can fluctuate with unpredictability of children, coordinating volunteers, listening to and addressing complaints.

**This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.**