



Position Description for
Children's Ministry Director

Title: – Children's Ministry Director

Reports to: Associate Pastor – Children, Youth and Family

Minimum Qualifications: This position requires a background of experience in Children's Ministry, and preferably, experience in directing a successful Children's Education program, Child Development, and equipping parents to pass on their faith.

Employment Status: Exempt/ 30 hours per week

Summary of Position: A position that oversees, develops, and supports the Children's Ministries within North Heights Lutheran Church.

Examples of Duties:

- Prayerfully seek God's will in the development and implementation of the Children's Christian Education programming and ministries.
- Leads and oversees Sunday school, Wednesday evenings, retreats, Vacation Bible Schools, summer ministries and First Communion.
- Remain current in Christian Education programs and outreach by regularly attending seminars and relevant training opportunities.
- Recruits, trains and builds a team of paid and volunteer staff to accomplish the abovementioned responsibilities.
- Manage, supervise and evaluate paid and volunteer staff with current job descriptions and Performance Reviews.
- Prepares and submits a Children's Ministry budget to the Associate Pastor – Children, Youth and Family within the prescribed time requirements.
- Performs such other duties that are reasonable and required to implement the Children's Ministry.

Outcomes required from this position:

Children are:

- provided opportunities to know the Lord Jesus Christ as Savior and Lord;
- trained, equipped and provided opportunities to disciple others in compliance with the Great Commission given by our Lord Jesus Christ in Matthew 28.
- taught from the scriptures and provided with opportunities to understand the key doctrines of the faith.

Staff and Volunteers are:

- trained, mentored and encouraged within their assigned responsibilities;

- awarded by knowing their purpose and significance in influencing the spiritual future of our children.

Knowledge, Skills, and Abilities:

Required:

- Has a good grasp of Holy Scriptures, apply them to daily life and an ability to minister them to others.
- Has experienced the infilling and anointing of the Holy Spirit.
- Proven success in ministry leadership and organizational skills significant to ministry growth.
- A zealous desire and ability to serve Christ and a passion to see others come to know Jesus and to make Him known.
- Proven ability to recruit, motivate, train and manage others, including non-staff leadership.
- Interpersonal skills that include listening, speaking truth in love, caring for other's growth and well-being, clarity of expectation, feedback, and encouragement.
- Proficient in understanding child development, brain development and learning styles of children.
- Commitment to the congregation and ministry of North Heights Lutheran Church.
- Ability to effectively communicate verbally and in writing, in English

Expectation in Terms of Hours Worked and Support Staff

- The expectation for this position is 30 hours per week.
- Assign an Administrative Assistant, up to 20 hours per week, to assist in facilitating the work requirements.