

Job Title:	Children's Ministry Coordinator	Position Type:	Full Time
Department/Group:	Liaison between Faith Schools and the congregation	Location:	Faith Lutheran Church
Reports To:	Senior Pastor Director of Faith Schools Director of Youth and Family Ministry	Travel Required:	3%
Level/Salary Range:	Exempt	Revision Date:	1.4.19
Job Summary			
<p>The Children's Ministry Coordinator will be our liaison with Faith Schools and support the Director in our congregational efforts to form consequential faith in the lives of people - especially parents, caregivers, and the young people they are raising. We partner with families so that young people are affirmed in their gifts, encouraged in their Christian identity, valued in the life of the congregation, and engaged in meaningful mission.</p>			
Essential Functions			
<ul style="list-style-type: none"> • Must be a person of faith, fully engaged in growing and developing their own personal faith. The leadership skills, work habits, personal life and faith of the church staff are of value to the congregation. Faith Lutheran Church, therefore, expects its staff, in their personal and professional lives, to demonstrate competent leadership skills and moral integrity that is consistent with our Christian values. • Must embrace the evolving vision of ministry at Faith, work well with other members of the staff, and be willing to blaze new trails in the changing paradigms of post-modern ministry • The weekday priority of this position will be the needs of the school, Monday through Friday, from 8:00am-4:00pm, as assigned or needed by the Director of Faith Schools. Time management and clear communication of weekly expectations are essential to this position. • Work closely with the staff while providing leadership in our ministries with prenatal-5th grade families • Provide administrative support to the Director of Youth and Family Ministry and assist in the leadership of the Youth/Family Ministry Team and the Parish Education Team. • Organizational, administrative and time management skills • Strong interpersonal skills including conflict management/resolution • Ability to work independently without continuous direction while maintaining good organizational skills • Ability to recruit and empower others for ministry, ability to delegate tasks yet oversee their completion • Has a confident manner and ability to motivate others in public speaking and writing • Good working knowledge of Microsoft Word, Publisher, Power Point, and Excel 			
Other Responsibilities			
<ul style="list-style-type: none"> • Encourage participation in synod events and leadership. • Network, where appropriate, with other congregations and community resources. • Attends and contributes to weekly staff meetings of the congregation and monthly staff meetings of the schools. • Utilizes electronic communication tools to further the ministry of Faith, including the website, Facebook, Twitter, text messaging, etc. • Contributes monthly articles and other written communications to promote and guide the young family faith formation ministries of Faith. • Stays current with youth ministry trends and techniques through literature, seminars and other continuing education opportunities. This includes personal study time. • Other duties as assigned by the Director of Faith Schools or the Senior Pastor 			
Qualifications			

- At least 5 years of successful leadership experience working with children and their families
- Bachelor’s degree and certification in Youth/Family ministry are preferred but not required

Physical Requirements and Working Conditions

- Reading, writing, oral communications
- Ability to travel
- Ability to lift 40-50 pounds

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values, and beliefs.
- **Spiritual Maturity:** Shows 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 consistent theology.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences, admits mistakes, doesn’t operate with hidden agendas; responds to situations with constancy and reliability.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Developing Others:** Provides others with challenging and stretching tasks; holds frequent developmental discussions; is aware of the developmental aspirations of others; encourages people to accept challenging assignments.
- **Influencing Others:** Encourage others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Organizational Knowledge:** Knowledge about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.
- **Theological Depth:** Approaches all ministry situations with spiritual sensitivity; thinks deeply before responding to church needs and opportunities; offers critical reflection before selecting lyrics or texts for worship; knowledgeable of historical and modern theological currents.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Created By:	Pastor Kerry Nelson	Date:	1.4.19
Approved By:		Date:	