



Director of Children's Ministry

Department: **Ministry**

Wage Type: **Full Time**

FSLA Exemption: **Exempt**

Revision Date: **June 21, 2021**

Responsibilities

The Director of Children's Ministry (DCM) is a member of the Family Ministry team as an early childhood and elementary age-level specialist and advocate. The DCM will combine a deep understanding of child development & Lutheran Church Missouri Synod theology to design curriculum & environments most supportive of early childhood and elementary students, bringing expertise to develop programs and education for these students and their families. Position includes development and training/recruitment of small and large group leaders as well as curriculum development and implementation for Sunday school, directing Vacation Bible School and the children's Christmas program, additional events for children & their families, supervision & staffing of nursery/childcare for the church, serving as a liaison to childcare families, and other responsibilities to be mutually agreed upon with supervisor. Ongoing communication with parents and providing resources to help them reinforce messages at home will be critical. *The Director of Children's Ministry must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The DCM must lead by example, maintaining high core values and CL Mission.*

Supervisor: Director of Family Ministries

- I. Operate with an Outward Mindset.
- II. Demonstrate team mentality & open communication.
- III. Serve as the age-level specialist, advocating for the specific needs of early childhood and elementary students and their families within the Family Ministry Team as priorities are set.

Recipients: Children & their families across all campuses

- I. Select and modify curriculum for weekly spiritual growth programs for both Sumner and Yankee Hill campuses
 - i. Sunday school for preschool to grade 5
- II. Regularly contribute to Children's Facebook, web page, and other appropriate means of social media including bi-monthly newsletter.
- III. Design, coordinate and ensure staffing for Vacation Bible School each June
- IV. Choose and direct the elementary Christmas program
- V. Supervision and staffing of the nursery/childcare
- VI. Expand opportunities for children and their families

Coworkers: Family Ministry Team and Campus Pastors

- I. Resource Yankee Hill Campus DCE and Pastor with curriculum, weekly supplies and training for children's ministry volunteers.
- II. Work with the Middle School Director to ensure seamless transition of 5th graders into 6th grade.
- III. Attend one continuing education opportunity each year.

Direct Reports: Small and Large Group Leaders, Support Volunteers

- I. Recruit, direct, train and supervise both campus' Children's Ministry Small Group Leaders, Nursery Staff, and other volunteers.

Competencies

The Director of Children’s Ministry shall have the minimum competencies to successfully and efficiently complete these duties. Qualified Candidate will possess:

- I. Demonstrated faith in the triune God and clear Gospel focus.
- II. Understanding of the developmental level of early childhood and elementary students
- III. Ability to differentiate instruction for those with learning disabilities
- IV. Troubleshooting skills to process breakdowns to create and implement solutions.
- V. Strong organizational skills with attention to detail.
- VI. Ability to laugh and enjoy daily life with early childhood and elementary children and their families.
- VII. Ability to multitask and prioritize daily workload.
- VIII. The skills to effectively present information and respond to questions from children, staff, and parents orally and in writing.
- IX. Ability to embrace and learn continually-changing technology to meet the needs of children and families.
- X. Ability to take initiative and be a self-starter.

Abilities

The Director of Children’s Ministry should exemplify these skills: organization, time management, professionalism, a positive attitude, accountability, respect, and excellence. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills. The Director of Children’s Ministry will be an example of Christian conduct through his/her leadership, be in agreement with the vision, philosophy of ministry, and statement of faith of Christ Lincoln. He/she will set an example in personal devotional life, regular church attendance and participation in the Sacrament of the Altar. He/she will be a motivated, passionate, Gospel driven individual that is committed to excellence. Strong management and authentic personal interactive skills needed.

Qualifications

Bachelor’s degree in education-related field and proven leadership experience with early childhood and elementary students required. Evidence of strong Lutheran (LCMS) theological understanding and an adherence to those basic theological concepts and a Bachelor’s degree in education-related field is required. Entering into or continuing a called status will be arranged for rostered LCMS church workers.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln’s policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Christ Lincoln’s Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.