



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

Job Title	Children & Middle School Ministries Coordinator - Yankee Hill Campus
Department	Family Ministries
Reports To	Director of Middle School Ministry
Position Level	4
Position Status	Part Time; non exempt (10 hours per week)

Job Purpose

The Children's & Middle School Ministry Coordinator will lead, coordinate, and support ministry programs for children (Preschool–Grade 5) and middle school students (Grades 6–8) at Christ Lincoln. This role provides leadership for weekly programming and ministry events, while recruiting, equipping, training, and developing volunteers to support a thriving, Christ-centered ministry. The coordinator will also advocate for children, students, and families within the Family Ministries Team to ensure alignment with Christ Lincoln's mission and discipleship pathway.

Duties and Responsibilities

- I. Lead Children's & Middle School Ministries Programs and Events
 - A. Lead Sunday School for children on Sunday mornings.
 - B. Lead Middle School ministry programming on Wednesday evenings .
 - C. Lead in other Children's Ministry or Middle School Ministry spaces as needed.
 - D. Execute ministry events in coordination with Family Ministries leadership, including Vacation Bible School, Children's Christmas Program, middle school events, retreats, and service opportunities.
 - E. Partner with ministry leaders to ensure consistent programming across campuses.
- II. Recruit, Equip, Train, and Develop Volunteers
 - A. Recruit, disciple, and develop volunteers for Preschool–Grade 8 ministries.
 - B. Train volunteers to effectively carry out Christ Lincoln's mission and teaching philosophy.
 - C. Provide necessary resources, including curriculum, supplies, and technology/media support.
 - D. Ensure all programming is properly staffed with trained and qualified volunteers.
 - E. Manage room setup, teardown, and logistical readiness for weekly programs and events.
- III. Advocate for Children, Students, and Families within the Family Ministries Team
 - A. Represent the needs of children, middle school students, and their families.
 - B. Collaborate with staff to align programming with church-wide initiatives.
 - C. Build relationships with families and provide ongoing connection, care, and resourcing.
 - D. Communicate effectively with parents regarding ministry activities, events, and spiritual development opportunities.

Qualifications

- I. Knowledge
 - A. Microsoft Office programs and Google Suite.
 - B. Customer service principles to handle inquiries and provide assistance to congregants.
 - C. The importance of handling sensitive information and maintaining strict confidentiality.
 - D. Lutheran Church Missouri Synod (LCMS) theology.
 - E. Best practices in children's and middle school ministry, including small group leadership and curriculum implementation.
- II. Essential Traits
 - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
 - B. Reliable and consistent attendance
 - C. Positive attitude
 - D. Action oriented
 - E. Initiative to build relationships and rapport with current and potential volunteers
 - F. Commitment to excellence and upholding ethical standards
- III. Skills
 - A. Effective time management and multitasking skills
 - B. Exceptional proficiency in finding solutions to challenges
 - C. Proficiency in prioritizing and organizing tasks
 - D. Strong analytical abilities
 - E. Ability to apply LCMS theology effectively to youth ministry programs
 - F. Demonstrated ability to organize, adapt, and execute youth ministry curriculum and programs
- IV. Education
 - A. Bachelor's Degree in Director of Christian Education, Education, or similar field or a minimum of 3 years experience in children's and/or youth ministry or education experience required.

Physical Requirements

The mobility and stamina to move around and participate in energetic activities, as well as the ability to lift and carry materials and supplies weighing up to 40lbs. Flexible, with the capacity to bend, stoop, and kneel to interact with students. Physical endurance is essential to withstand the demands of the job, which may involve prolonged periods of standing, walking and playing. Good eyesight is essential for reading documents, viewing computer screens and monitoring the safety of students. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, students and families. Comfortable working in hot, cold, or humid environments typically found indoors or outdoors.

Direct Reports

This position is not a supervisor for any staff member; however will work with some volunteer leaders in a supervisory capacity.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and



must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.

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, 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 accommodations 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 Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.