



PO Box 768 ♦ 13025 Newell Ave ♦ Lindstrom MN 55045

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## **Director of Children's Ministry**

**Reports to: Senior Pastor**

**Supervision: Yes**

**PART TIME, FLEXIBLE 20 Hours/WK**

**Benefits: No**

### **PURPOSE**

The Director of Children's Ministries is to be a person dedicated to the ministry of our Lord Jesus Christ and committed to the mission and vision of Trinity Lutheran Church. This position oversees the development and implementation of a unified program of Christian education for ages pre-K thru 5<sup>th</sup> grade. This ministry focuses on Sunday School, Children in Action (CIA) and Vacation Bible School for preschool and elementary age children, as well as family activities.

### **DUTIES & RESPONSIBILITIES**

#### 1. Administrative Responsibilities

- Maintain attendance records and update contact information with church office.
- Gather information for background checks and supervise safe church training.
- Maintain a valid driver's license with current insurance coverage.

#### 2. Budget/Finances

- Prepare annual budget for Children's ministries
- Track expenses and activity revenues.
- Coordinate fundraising activities for special events.

#### 3. Ministry Team

- Attend weekly staff meetings.
- Attend monthly Children's Education Committee Ministry Team meetings.

#### 4. Communication

- Maintain appropriate social media accounts/web pages.
- Provide written reports as requested by council.
- Provide timely information to the congregation about upcoming events via bulletin announcements, newsletter, social media accounts and the church website.
- Collaborate with staff and ministry teams to integrate children throughout congregational events and worship.
- Connect with community via service projects i.e., nursing home visits, family service visits, and other appropriate ministries. Connect with other local churches.

#### 5. Facilities Management

- Maintain security of building as needed.

- Maintain storage of items used for children and family activities.

## 6. Program Planning

- Children's Christian Education- Recruit, work with, and equip volunteers to plan and implement:
  - a) Programming for continuity of learning and progression of children's faith development through Sunday School and Children in Action programs
  - b) Traditional children's events i.e.: Christmas program, vacation bible school, milestone events.
  - c) Engagement activities for families with young children.
- Families- Recruit, work with and equip volunteers to plan and implement:
  - a) Activities with an intergenerational focus.
  - b) Sharing of Christian parenting resources
  - c) Sharing knowledge of local agencies that are available to support families

## 7. Other Duties as assigned

### **QUALIFICATIONS**

#### **Required:**

- Passion for Jesus Christ and love for children and their families
- Ability and desire to build a team of adults to assist with children's programming. Experience leading volunteers is a must.
- Ability to assess and/or write Christian education materials in the Lutheran tradition
- Experience in Christian education
- Excellent verbal and written communication skills - technology experience and social media experience a must
- Strong organizational skills
- Creative, enthusiastic, faith-filled spirit
- Work well alone, and in a team
- Regular attendance in worship is expected

#### Physical requirements:

- Ability to regularly lift 50 pounds.
- Ability to climb a ladder of 3-5 feet.

#### **Preferred:**

- Prior experience in children, youth, and family ministry.
- Experience in volunteer training and development.

### **PERSONNEL MANAGEMENT**

- Recruit, work with and equip volunteers to plan and implement Children and Family programming