

GOOD SHEPHERD LUTHERAN CHURCH

POSITION TITLE: CHILDREN'S MINISTRY EARLY CHILDHOOD (Birth - Kindergarten) COORDINATOR

REPORTS TO: DIRECTOR OF FAMILY LIFE—CHILDREN'S MINISTRY

HOURS: PART-TIME, 30 HOURS WEEKLY, 260 ADDITIONAL HOURS SPREAD OUT THROUGHOUT THE YEAR FOR SPECIAL EVENTS

FLSA STATUS: **NON-EXEMPT**

VISION: Employees of Good Shepherd Church support the church's vision statement through our position responsibilities. We each have a commitment to: Reach and transform spiritually distracted people so we all come to love and serve God.

FAMILY LIFE VISION: Every family is pursuing authentic faith and living life on mission with Jesus Christ.

PURPOSE: This position exists to serve on the Children's Ministry team and supports leadership in overseeing the early childhood (Birth through Kindergarten) ministry at Good Shepherd Church. This includes weekly large group ministry opportunities, nursery, faith milestone experiences, and special events. This position supports other team members efforts to help develop a volunteer/servant team that collaborates to create relevant evangelism, discipleship, fellowship, service, and worship experiences that engage people to grow their relationship with Jesus Christ through the leading of the Holy Spirit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The position's duties and responsibilities include, but are not limited to:

- Overall:
 - Collaborate with a team of Children's Ministry staff and the larger Family Life Team to develop and execute birth through Kindergarten ministry to both children and their parents as it relates to the mission, vision, and core values of the church.
 - Plan and prepare for Early Childhood Sunday School to include: set-up, ordering materials, organizing supplies, and executing the ministry for Sunday mornings alongside Children's Ministry Director.
 - Assist in providing opportunities for children to grow as disciples in Christ as they study, serve, worship, pray, and share their faith with others.
 - Evaluate celebrations and challenges and make necessary adjustments.
 - Assist in planning and implementing various meetings for both leaders and parents.
 - Attend and actively participate in all staff meetings.
 - Oversee the care, maintenance, cleanliness, policies/procedures, and security/safety of children.
 - Point of contact for all families with children ages birth through Kindergarten.
 - Make pre-approved purchases within allotted budget.
 - Attend conferences and other learning and networking opportunities to stay current and keep creative in meeting the needs of the birth through Kindergarten population and their families toward a deeper relationship with Jesus Christ.
- Leaders:
 - Recruit, train, mentor, appreciate, and equip team leaders and small group, large group, student leaders.
 - Assess leader placement and reassign as necessary.
- Curriculum:
 - Modify and prepare curriculum from available options and supplement as needed.
 - Coordinate volunteer administrative teams for all curriculum needs.
 - Observe curriculum in action to assess its effectiveness.
- Parents:
 - Communicate and promote to families within this age group, alongside Children's Ministry Associate.
 - Create environments, activities, and ministry which facilitates learning and encourages spiritual growth for parents as the primary spiritual leader in their families and for their children.
- Special Events:
 - Coordinate and implement various ministry opportunities, alongside the Children's Ministry Staff such as: Vacation Bible School, Trunk-or-Treat, Egg Hunt, and others.
 - Lead, coordinate, and implement faith milestones for children ages birth through Kindergarten, which

includes baptism.

- Train, coordinate, and schedule childcare (ages birth through 5th grade) supporting church-wide ministry events such as new member classes, baptism classes, adult learning opportunities, small group gatherings, congregational meetings, and other special events.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Personal relationship with Jesus Christ and commitment to disciple others
- Ability to actively participate in the Good Shepherd faith community including worship, special events, and spiritual growth opportunities
- Strong organizational skills
- Ability to attract, develop, and lead people and/or ministry teams
- Advanced communication and interpersonal skills
- Proficient in Microsoft Office (Word, Publisher, Excel, and PowerPoint)

EDUCATION AND EXPERIENCE: Completion of some college coursework and two to three years' relevant experience; or equivalent combination of training and experience. Ability to pass a background check and drug screening is required.

PHYSICAL REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is considered sedentary. It requires exerting up to 25 pounds of force occasionally to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting, walking, or standing most of the time.

WORK ENVIRONMENT: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

CERTIFICATES, LICENSES, REGISTRATIONS: None