

**Crown of Glory Lutheran Church**  
**Director of Children and Family Ministry Position Description**  
**April 2009**

**Objectives:** The Director of Children and Family Ministries is responsible for the development, implementation and oversight of the Children and Family Ministry at Crown of Glory. This position will guide the congregation in providing an environment that establishes faith as a vital factor in the lives of children and their families from ages Birth – 5<sup>th</sup> grade. The Director of Children and Family Ministry will work in partnership with other ministry staff at Crown of Glory to carry out the mission statement: *Welcome, Nurture, Send.*

**Qualifications:** Bachelors degree or experience in the field preferred.

**Supervisor:** Associate Pastor

**Hours:** 20 hours per week with the potential of growth.

**Primary Responsibilities:**

***Implement and oversee the Sunday School ministry for ages 3 years to 5<sup>th</sup> grade.***

1. Supervise the Sunday School captains that are assigned to each Sunday School hour.
2. Order curriculum and supplies.
3. Organize the opening for each Sunday School session (i.e. music and theme presentation).
4. Recruit and train teachers and shepherds.
5. Oversee the organization of materials that are needed weekly.
6. Develop and reinforce safe church policies for children.
7. Prepare tools for in the home, based on Sunday School themes.
8. Coordinate annual Christmas program.

***Coordinate the Faith Imprints Ministry for Birth – Three year olds and Families.***

1. Recruit and manage mentors as the ministry grows.
2. Meet regularly with mentors for support and training.
3. Assist in planning and curriculum.
4. Organize any supplies that are needed for each group.
5. Prepare take-home cards for the mentors.

***Plan and implement monthly events for Club 45, a ministry for 4<sup>th</sup> and 5<sup>th</sup> graders.***

1. Work in partnership with the Children's Ministry team to create age appropriate opportunities in service and fellowship.
2. Facilitate communication and sign-ups for the events.
3. Recruit and support volunteers.

***Manage the Joyful Sounds Children's Choir***

1. Oversee new leadership (Accompanist is already in place.)
2. Work with the Director of Worship to pick age appropriate music for the choir.
3. Plan monthly opportunities for children to sing in worship.

### ***Oversee the Nursery Ministries***

1. Supervise Director of Nursery Ministries.
2. Order curriculum and supplies.

### ***Plan and Implement current Milestone Ministries (Not limited to...)***

1. Blessing of the backpacks
2. Sunday School
3. Confirmation
4. 2<sup>nd</sup> Grade Bibles
5. First Communion
6. Baptism Anniversary
7. 5<sup>th</sup> grade Sunday School completion

### ***Implement Summer Ministry Programs***

#### *Summer Camp*

1. Facilitate registration for summer camp at Green Lake Lutheran Ministries.

#### *Day Camp*

1. Coordinate a week of day camp with Green Lake Lutheran Ministries.
2. Facilitate registration and health forms for day camp.
3. Perform administrative responsibilities for day camp such as:
  - coordinate food and housing for staff
  - communicate with parents
  - purchase supplies and snacks
  - recruit volunteers

#### *Family Evening VBS*

1. Create theme and organize curriculum.
2. Order supplies and crafts.
3. Facilitate registration.
4. Plan and implement the opening, which includes music and story.

### **Perform Administrative Ministries**

1. Attend weekly staff meetings.
2. Schedule ministry team planning meetings for Children's Ministry and Sunday school.
3. Execute appropriate Communication through the Crownicle, e-news, Postcards/letters, TV monitors and others.

### **Opportunities here at Crown of Glory:**

1. To engage in ministry within a young, vibrant and growing community, which has a potential for rapid growth through effective outreach.
2. To connect with a congregation which values, supports and uplifts children as an integral part of the current church.
3. To be part of a greater community that has solid building blocks for children and childhood development.
4. To celebrate the opportunity to work with a fun, young, energetic staff.

### **Competencies, Knowledge, Skills and Abilities:**

*Crown of Glory is looking for a candidate who shows excellence in the following areas:*

1. Believes God has called him/her into this ministry.
2. Demonstrates a strong faith and commitment to Jesus Christ, shows spiritual maturity and adheres to the teachings of the ELCA.
3. Is open to sharing their faith with the congregation.
4. Works as a team player and understands the importance of healthy relationships with children, other staff and volunteers.
5. Is able to motivate, inspire and encourage others to use their gifts in ministry.
6. Shows the ability to set and carry out goals and initiatives.
7. Is flexible and open to other ideas and perspectives.
8. Has a positive and strong sense of himself/herself.
9. Is a self-starter, and effectively works independently with minimal supervision.
10. Relates well with and has the ability to teach children and their families.
11. Is genuinely warm and caring.
12. Demonstrates a commitment to personal faith development and learning.

### **Compensation:**

A competitive salary is offered and negotiated based on synod guidelines, education, level of experience, the meeting of the desired attributes, and the ability to accomplish the responsibilities required.

Employee Benefits are defined in Crown of Glory's Employee Guide.