

Children's Ministry Coordinator Mount Calvary Lutheran Church

PURPOSE

At Mt. Calvary Lutheran Church (MCLC) in Rothschild, WI, we share God's love bringing hope to others. The Children's Ministry Coordinator is responsible for the ministry of children birth through 5th grade. The primary goal of the Children's Ministry Coordinator is to lead children to discover their relationship with Jesus Christ, and to know that God loves us all. The Coordinator will oversee all children's programs, effectively lead the children's ministry volunteers, and create an inclusive environment where all are welcome and accepted.

DUTIES and RESPONSIBILITIES

- Directly supervise and lead children's Sunday morning classes throughout the school year for children ages 3 years through 5th grade.
- Work with other MCLC staff to create an environment that promotes faith, spiritual growth, and love for the Lord.
- Organize and implement a fun and faith-filled Vacation Bible School in the summer.
- Oversee the nursery program.
- Oversee the cradle roll program, which mails developmental information to parents.
- Plan and lead annual events like the children's Christmas program. Assist with milestone events such as First Communion and distribution of Bibles.
- Coordinate camp registrations and scholarships for children and families attending Mt. Calvary-sponsored summer camp programs.
- Work towards developing and implementing additional events and programs, within the church and outreaching into the community. Enhance our relationship with Rothschild Elementary.
- Responsibilities include but are not limited to the following:
 - Coordinate, recruit, train, and schedule volunteers
 - Research curriculum and, working with the Education team, plan lessons and prepare supplementary activities as needed, ensuring engaging, meaningful, and developmentally-appropriate activities are taking place
 - Develop and grow authentic relationships with children and families; connecting with, and reaching out to invite children, parents/guardians, and families in the community to MCLC
 - Integrate faith formation awareness in the congregation
 - Maintain paperwork as required, including parent/guardian contact information and emergency health information for participating children
 - Ensure the Child and Youth Abuse Prevention Policy is observed at all times in all children's ministry settings
 - Purchase needed supplies, being certain to stay within budget by tracking expenses.
 - Attend regular staff meetings and Education Committee meetings.
 - Must be discreet with sensitive and confidential information
 - Actively pursue ways to grow, improve, and refine children's ministry at Mt. Calvary

OTHER RESPONSIBILITIES

- Assist Education Committee in budget planning and implementing budget.
- Be present Sunday mornings, minimum two weekends per month, and during additional children's education events
- Other duties as assigned

QUALIFICATIONS and EXPERIENCE EXPECTED

- Person of strong faith in God reflecting the values of the Evangelical Lutheran Church in America
- Has a passion for children's ministry; is goal-oriented and has a strong sense of mission
- Some college-level education in Early Childhood Education, Elementary Education, Youth Ministry, or related studies
- Experience working with children of preschool and/or elementary age
- Comfortable using technology, including social media, online meeting apps such as Zoom, and Microsoft office tools; WORD, Power Point, Excel, etc.
- Effective communicator with church staff, volunteers, children, parents/guardians, congregation members and community members. Comfortable when speaking individually, in a small group, or to a large group. Proficient in writing, through church newsletters, marketing, social media, emails and texts
- Strong organizational skills and ability to effectively prioritize and meet deadlines
- Respects and celebrates diversity; demonstrates an understanding of and competence in sensitive economic, ethnic/race and religious differences and issues
- Maintains a positive personal social media presence, being mindful of appropriate boundaries and communication
- Successful completion of background check screens as performed by MCLC
- Ideally, is or becomes active at Mount Calvary Lutheran Church.

POSITION DETAILS

The Children's Ministry Coordinator is a part-time, hourly position working approximately 10 hours/week during the school year, with additional hours allocated for summer events and fall prep. There may be the possibility of increased weekly hours as the Children's Ministry program grows. This position is flexible in terms of office hours and times. The most important times to be at church are when children are there (currently Sunday mornings, but potentially Wednesday evenings as well). The Children's Ministry Coordinator otherwise should regularly be in the office a sufficient amount of time for regular communication and coordination with the church staff. Other work may be done from home or within the community.