

St. Luke Lutheran Church Job Description

Job Title: KID'S MINISTRY COORDINATOR
Reports To: Congregation Council, Lead Pastor and Church Administrator
Supervisor: Lead Pastor and Church Administrator

Date Revised: March 15, 2024

SUMMARY: The Kid's Ministry Coordinator supports children's programs and facilitates involvement and growth in this area of ministry. The Coordinator works under the supervision and support of the Church Administrator and Pastoral staff. This position is a half-time position (20 hours per week) with flexible hours. Faithful prayer and the presence of the Holy Spirit are essential to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary

- Coordinates Sunday School (Preschool through 6th grade). This includes lesson preparation, organizing the Sunday morning schedule, recruiting, coordinating and supporting the teachers and volunteers and nurturing faith in our kids.
- Maintain the online registration platform and utilize for events such as Vacation Bible School.
- Ensures a safe, healthy environment for our kids in whatever area of ministry they are involved.
- Maintains familiarity with the "Into Your Hands" curriculum to facilitate teacher training, material preparation and regular evaluations of the effectiveness of the curriculum. Takes primary responsibility for necessary curriculum updates and changes.
- Maintains high visibility during Sunday mornings. This includes interacting with congregation members, welcoming new families, answering questions and arranging for occasional participation by the kids in worship services as arranged with the Worship Coordinator.
- Promotes our kids within the church, to include seeking opportunities for our kids to participate in congregational life (e.g. organizing and serving soup for one of the Lenten soup suppers). This includes developing ways to encourage attendance and participation in Sunday school activities.
- Recruits teachers and volunteers for Sunday School and kid's ministry activities. Provides teachers and volunteer support with encouragement and appreciation. In cooperation with the Youth Coordinator, seeks to include St. Luke youth as volunteers for kid's activities.
- Plans, coordinates and carries out the 5th/6th grade youth group to promote fellowship and a way to facilitate and excite the progression from Kid's Ministry to Middle School Ministry and Confirmation. This takes place 3 Wednesdays a month, September through May.
- Works collaboratively with the Youth Ministries Coordinator to ensure a clear understanding of the workings of Youth Ministry, the ability to answer questions about Youth Ministry with confidence and to fill-in when needed.
- Communicates through flyers, newsletter articles, postcards, Sunday bulletins, phone calls, in-person conversation, emails and personal notes.
- Records class attendance and submits to the secretary for record-keeping. Monitors the attendance and sends out "We missed you" postcards.

- Collects a weekly offering to support Kid's Ministry special projects, labels the offering clearly and deposits it into the safe. Researches special project opportunities to present to the kids for vote.

Secondary

- Creates the nursery attendant schedule and communicates with the attendants as needed, keeps the nursery stocked with supplies and maintains a safe environment for our littlest worshippers.
- Coordinates special projects, including the Christmas concert, Harvest Fest games and trick-or-treating, Vacation Bible School and the Easter Egg Hunt, to include helping in the planning of activities for congregational events when childcare for infants through 6th graders is offered.
- Promotes "Deeds of Kindness" service projects.
- Seeks opportunities to interact with various committees or groups to involve Children's Ministry in other ministry activities at St. Luke.
- Maintains an organized, clean and well-supplied Sunday School area, to include the teacher cabinets, the supply room and the individual classrooms.
- When applicable: Schedules and trains acolytes for Sunday morning worship, to include sending a reminder postcard each week to children scheduled to acolyte.
- Plans and assists the Pastor with 1st Communion classes.
- Plans family-based activities to enrich family faith life and encourage fellowship for our young families.
- Submits a report to the Church Administrator accounting for time and activities on a bi-weekly basis.
- Maintains the sanctuary activity bags for children.
- In cooperation with the Youth Coordinator:
 - Coordinates the transition from 6th grade into the Middle School Confirmation program and Middle School youth activities.
 - Publicizes youth activities to the youth, parents and congregation.
 - Recruits, motivates and provides training and supervision for youth and adult volunteers.

Supervisory Responsibilities

- Recruits, motivates and provides training and supervision for children and volunteers.
- Supervises Sunday morning Kid's Ministry (Preschool through 6th grade) activities.
- Ensures background checks on Sunday School teachers in the fall at the beginning of each programmatic year.

Qualifications

- Must be a practicing Christian, preferably Lutheran (but not required), who will support the Mission, Vision and Purpose statements of St. Luke Lutheran Church.
- Possess a degree in Elementary Education or has extensive experience working with children.
- Enjoys interacting and working with children.
- Passes a background check.