

<b>Title</b>	DIRECTOR, CHILDREN'S MINISTRY
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**Description:**

This is a part-time non-exempt staff employee salaried position within an Evangelical Lutheran Church of America (ELCA) denominational church. The Director, Children's Ministry oversees and directs all aspects of the church's ministry for children ages 3 through 12 (Preschool – 6<sup>th</sup> grade) and manages the development and growth of the program at St. Paul.

**Position requirements:**

- Own a deep Christian faith and be familiar with Lutheran theology and tradition.
- Accepting of children, from a diverse set of backgrounds, home situations, sexual orientations, etc.
- Proven creativity skills and ability to coordinate new programs and activities.
- Committed to leading the motivation, recruitment, and nurture of volunteers.
- Demonstrated ability to work with light supervision within a team setting and be capable of managing concurrent tasks.
- Able to relate to and build rapport with children and their families.
- Relevant college degree, teaching experience, or demonstrated job comparability.

**Job Priorities/Duties:**

1. Develop and implement a Ministry strategic plan in conjunction with the Pastor and Education Committee in line to support the vision of the church.
2. Serve as a member of the Education Committee.
3. Prepare budget and monitor expenses for all Child Ministry Programs and activities.
4. Communicate and advertise Ministry activities with the congregation and community through written and social medias.
5. Identify volunteers to assist in the completion of Ministry duties including but not limited to teaching.
6. Provide teacher training/orientation.
7. Coordinate all early education activities.
8. Lead early education activities when volunteers are not present.
9. Liaison with the St. Paul Early Education Center.
10. All other duties as assigned.

**Other:**

- Pay & Hours: \$20,000/yr for 15-20 hrs/week.
- Onsite Work Schedule: Wednesday to accommodate staff meeting and Sunday to accommodate early education activities. All other times dependent on scheduled activities.
- Office provided onsite with ability to work remotely.
- Benefits include flexible schedule, paid time off, continuing education.
- Background check required.

- Workplace is monitored with active security cameras.
- Report to and work directly with the Senior Pastor. (*The Congregation Council has the overall responsibility for the employment and supervision of the salaried staff as elected representatives of the congregation. However daily supervision of the salaried staff rests with the Senior Pastor. (Bylaw section: C12.08.01.)*)
- St. Paul Evangelical Lutheran Church is an equal opportunity employer.

Find us on the web: [www.stpaulbera.org](http://www.stpaulbera.org) Facebook: StPaulBerea and on YouTube

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