

Director of Children's Ministry

*Calvary Lutheran Church and School
Indianapolis, IN*

PURPOSE: To serve God, the church, and the families of Calvary by facilitating an effective Sunday School ministry for children (PS 3/4 through 8th grade), providing support to the staff, members, and volunteers involved in this ministry.

ACCOUNTABLE TO: Associate Pastor

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1) General Leadership Expectations
 - a) Create a culture of love for Christ, joy in service, and care for others in this ministry.
 - b) Encourage teamwork, collaboration, and support among the volunteers and teams.
 - c) Promote both an evangelistic outlook and outreach opportunities among the volunteers, children, and families of Calvary, seeking to reach out to unchurched and inactive children and families.
- 2) Communication
 - a) Ensure effective publicity for this ministry to the children, parents, and congregation through print and electronic media in conjunction with the church and school office and other resources.
 - b) Ensure effective communication with staff and volunteers, regarding the program, upcoming events, and information essential for others to fulfill their roles in an effective fashion.
 - c) Maintain a system for documenting important materials for this ministry, especially utilizing an online shared file system for current and future staff and volunteers to access.
 - d) Provide a monthly report to the Parish Education Ministry Team, outlining both current and upcoming events, needs, and challenges within the Children's Ministry.
 - e) As necessary, maintain communication with nursery staff regarding needs during Sunday School.
- 3) Organization
 - a) Identify, recruit, and equip volunteers for the regular Sunday School year, as well as summer Sunday School.
 - b) Maintain a list of available substitutes, overseeing a clear process to be followed for teachers and substitutes in covering both planned and unplanned absences.
 - c) Schedule and facilitate regular meetings of the Sunday School teachers and support staff for collaboration, consensus building, as well as program improvement and planning.
 - d) Work with Sunday School teachers to select and develop appropriate activities, curriculum, and calendars for the various classes and ages of Sunday school, involving Parish Ed and pastors as necessary.
 - e) Coordinate with the pastors, music director, and wider staff to occasionally involve children in worship services (e.g. the children's Christmas program, singing, Scripture reading).
 - f) Work with the Parish Education Ministry Team in preparing the annual budget for Children's Ministry.
- 4) Support
 - a) Be present on Sunday mornings to greet and communicate with families, support teachers, and oversee an effective Sunday School program.
 - a) Recognize the contribution of volunteers, students, and staff regularly.
 - b) Ensure that processes are in place for the timely purchase of supplies, materials and equipment, being a good steward of the funds available.
 - c) Ensure that processes are in place for the organization and care of all equipment and supplies related to the Children's Ministry.
 - d) Work with the Congregational Business Manager to ensure background checks for all ongoing adult volunteers are conducted and up to date.

ATTITUDES, SKILLS, & QUALIFICATIONS:

- 1) Education: Some college-level training in the area of Education, Child Development, or related fields preferred.
- 2) Professional:
 - a. Strong organizational and interpersonal skills.
 - b. Strong verbal and written communication skills.
 - c. Proficient with computer technology and standard software applications.
- 3) Personal:
 - a. Able to work independently, as well as collaboratively with others.
 - b. Demonstrates characteristics of warmth, friendliness, sincerity, integrity and empathy.
 - c. Displays a humility in self and a boldness for Christ.
 - d. Willing to dream and innovate, asking themselves and others, “How can we make this ministry better?”
 - e. A team player committed to building consensus and collaboration.
- 4) Spiritual:
 - a. Has a personal faith and a living relationship with Jesus Christ.
 - b. Has a heart for mission and evangelistic outreach.
 - c. Has a deep desire for young people to know Jesus, develop in their faith, and use their God-given talents in service to Him.

TERMS OF EMPLOYMENT:

This is a part-time hourly position averaging 10 hours per week with no benefits. It involves some office hours, a commitment to Sunday mornings and occasional evening responsibilities, including the monthly Parish Education Ministry Team meeting.

This is a contracted position that shall be renewed annually. The contracted term shall run from June through May. Each January the pastors, the Parish Ed Director, and other necessary congregational leaders shall review the scope, direction, and job description of this position, evaluating needs for the coming ministry year and making adjustments as needed to grow and develop the program, position, and wider ministry. Following this January review, a new contract shall be signed.

An annual performance review is conducted by the Associate Pastor and the Parish Education Ministry Director (May/June). Opportunities for professional growth and assessment will be available throughout the year.

A background check is required.

Updated January 2020