

Good Shepherd Lutheran Church
1700 North Towne Ave.
Claremont, CA 91711
Director of Children's Ministry

Job Description

The Director of Children's Ministry is responsible for all aspects of the Children's Ministry, working with children aged birth through 5th grade. She/He will direct the educational and faith-developing ministries for children and their families, including recruiting and encouraging volunteer leaders, and will design, implement and oversee all facets of the program, including Sunday School, Vacation Bible Experience, Summer and Winter Camps, Children's Bible Study, Children's Choir, Liturgical Dance, Christmas and Easter Drama Productions and others.

This person will have a strong Christian background, good communication and internet skills, excellent people skills, and significant experience in Children's Ministry or education in a related field. The Director of Children's Ministry will design and develop ministries that reflect the teachings and practices of the Evangelical Lutheran Church in America (ELCA).

Position Information:

Title: Director of Children's Ministry

Type: Part-time. Present on Sundays with regularly scheduled weekly office hours – 25 hours per week.

Salary: Commensurate with experience and qualifications.

Responsibilities:

- Oversee and coordinate all aspects of the Children's Ministry, including day-to-day operations, weekend services, events and service projects.
- Plan and hold regular Children's Ministry team meetings.
- Plan, direct and gather evaluation for projects and activities for elementary-age children.
- Develop programs to get the parents involved in Children's Ministry.
- Be proactive in understanding the culture surrounding today's generation of children and families.
- Schedule all volunteers for nursery, preschool and school-age ministry.
- Screen children's volunteer leaders before placing them in ministry, including background checks and interviews.
- Work closely with the Youth Minister to coordinate joint church-wide programs and facilitate transfer to Youth Ministry.
- Attend weekly staff meeting with Pastor.
- Provide and promote an energetic, ongoing program of leadership training for volunteers.
- Serve as a member of, and provide regular reports to, the Christian Education Ministry and the Church Council; attend monthly meetings.
- Participate in at least one continuing education experience annually, as approved by the Pastor.

Qualifications:

- The ability to think creatively.
- High integrity, trustworthiness, reliability.
- Flexible and teachable.
- Ability to communicate through electronic media (website, email and PowerPoint, among others).
- Have a relationship with Jesus Christ, and a love and passion for sharing Christ's love with people, especially children.
- At least 3 years experience in Children's Ministry; Bachelor's Degree in related field preferred.
- Experience in volunteer training and leadership.
- Strong management, planning and organizational skills.
- Team player who can encourage volunteers and delegate tasks.

Administering

- Coordinate the use of space and equipment with other ministries to ensure the best use of each program's resource.
- Work with Pastor, other ministry leaders and families to coordinate children's feature, baptism, first communions, confirmation and other worship events involving children.
- Follow established security procedures, including but not limited to conducting background checks of volunteer workers.
- Prepare annual budget for Children's Ministry; administer the approved budget.
- Coordinate, recruit and supervise nursery paid and volunteer staff.