

**Cross View Lutheran Church
Position Description
Director of Children's Ministry
Full-time, Exempt**

Our Vision:

- Connect our congregation to the Lord through a living relationship with Jesus Christ
- Grow disciples across the lifespan with inspired, exceptional worship experiences
- Serve the body of Christ and the broader community

Our Mission:

We exist to build and equip children and their families to become fully-devoted followers of Jesus Christ.

Overview:

This is an important position on our Leadership Team. It oversees programming from birth through grade six. The director works in partnership with parents, families, staff, and Cross View Lutheran's general membership while:

- Remaining passionate about the study and application of God's Word
- Offering a strong personal relationship with Jesus Christ
- Creating a caring community where children can belong
- Creating a safe atmosphere where children can learn about God and His plan
- Equipping children to confidently face the challenges of the world while living out their faith as Christ's disciples

Candidate Characteristics:

- **Christian Teacher.** Possesses a thorough understanding of basic Christian teachings and has an aptitude to teach them in a way that relates to children.
- **Spiritual Maturity.** Demonstrates a personal relationship with God through faith in the Lord Jesus Christ that evidences the fruit of the Spirit in daily living.
- **Team Attitude.** A desire to serve on a collaborative ministry team and to recruit, lead, and equip volunteers.
- **Wholesome Environment.** Evidences godliness by example before others through healthy relationships.
- **Interpersonal Skills.** Demonstrates a personal commitment to relational ministry with children and parents by attracting, relating, and communicating with others in a gracious, wholesome, and persuasive manner.
- **Leadership Skills.** Demonstrates capacity to mobilize people and implement vision in the areas of strategic planning, staffing, prioritizing, directing resources, and evaluating processes and outcomes.
- **Christian Leader.** Is a Christian leader who loves God, the Bible, and all children.
- **Positive Leader.** Creates an encouraging environment that comforts and urges children to live a life pleasing to their Lord who calls them into His Kingdom.
- **Self-starter.** Demonstrated ability to self-start and complete tasks independently with excellent attention to detail.

Major Responsibilities:

- I. **Sunday School:** Sunday morning programming for students age 2 to 6th grade.
 - Create and work with a Sunday School MAT (Ministry Action Team) to implement curriculum, facilitate training, evaluate curriculum, and implement improvements.
 - Facilitate onsite and/or online instruction.
 - Incorporate digital learning tools in addition to in-person activities to enhance learning in the class and at home, fully engaging students and families
- II. **Kidstitute:** Wednesday night programming for students age 3 to 6th grade.

- Create and work with a Kidstute MAT to implement curriculum, facilitate training, evaluate curriculum, and implement improvements.
- Facilitate onsite and/or online instruction.
- Incorporate digital learning tools in addition to in-person activities to enhance learning in the class and at home, fully engaging students and families

III. Nursery:

- Oversee nursery care for Sunday mornings, special worship services, programs, and events.
- Oversees staff selection, training, supplies, and best practice health and security measures.

IV. Christmas Programs: Collaborate with the Director of Music and Fine Arts to:

- Select a Christmas program for ages 3 to 1st grade.
- Selecting a Christmas program for grades 2 – 6.
- Coordinate parent communication, organizing support staff, coordinating costumes, music, speakers, digital effects, etc.

V. Vacation Bible School:

- Create and work with a Vacation Bible School MAT to implement curriculum, facilitate training, evaluate curriculum, and implement improvements.
- Partner with area churches for joint VBS programming.
- Collaborate with the Early Childhood Center regarding involvement.
- Coordinate music with Director of Music and Fine Arts.
- Facilitate onsite and/or online instruction.

VI. Summer Music Camp:

- Assist the Director of Music and Fine Arts with planning and implementation.

VII. Parent Equipping:

- Create and work with a Parenting MAT to implement curriculum, facilitate training, evaluate curriculum, and implement improvements.
- Develop community outreach opportunities.
- Coordinate parent-equipping opportunities with fellow directors
- Facilitate onsite and/or online instruction.

VIII. Additional Responsibilities:

- Coordinate faith development opportunities with the Early Childhood Center Director.
- Assist the Cradle Roll Coordinator to maintain supplies, mailings, and information.
- Submit monthly Church Council reports and attend meetings when requested.
- Attend Congregational and Voters' meetings.
- Attend Sunday worship, Wednesday evening activities, and other events.
- Administer all programs under budget scope.

IX. Personnel:

- This is classified as a full-time 40-hour a week position.
- Reports to the Senior Pastor.

X. Required Qualifications:

- Believes and is in agreement with the teachings of The Lutheran Church Missouri Synod (LCMS).

XI. Preferred Qualifications:

- Bachelor of Arts degree in a ministry related field.
- Training/experience in children's ministry.
- Self-starter with leadership ability.
- Strong relational and communication skills.
- Computer and digital media skills.