

Director of Children's & Family Ministry - Ministry Description Immanuel Lutheran Church, Eden Prairie, MN

PURPOSE

To plan, organize, and direct the ministry to children aged birth through 6th grade and their families at Immanuel Lutheran Church.

YOU'LL LOVE THIS JOB IF YOU HAVE...

- Personal and active relationship with Jesus Christ.
- The ability to interact well with diverse age groups: children, youth and adults
- Good organizational and communication skills and the ability to multitask
- Willingness to participate in the life of Immanuel Lutheran Church
- A heart for children's and family ministry

REQUIREMENTS

- Degree in Christian Ministries with emphasis on children's ministry, or experience preferred in Children's Ministry or education.
- People with interpersonal skills, gifts of teaching, administration, consistent communication, and leadership would enjoy this position.
- Participating on Sunday morning, Tuesday mornings (for Staff meetings), Wednesday evenings, and occasional Fridays or Saturdays.
- Good organization, including the ability to manage a budget, strong coordination and collaboration skills.

RESPONSIBILITIES

General Responsibilities

- Provide vision and leadership for children's and family ministry (Birth – 6th Grade)
- Recruit, train and lead volunteers in these ministries
- Support volunteers through organization, communication and encouragement
- Create service opportunities for children and families
- Provide ongoing communication with volunteers and congregation
- Supervising staff (Nursery and God Squad)
- Be an advocate for children and children's ministries

Specific Responsibilities

A. Plan, organize and supervise Children's ministry including but not limited to:

1. Sunday School
 - Set calendar for Sunday School year in coordination with the church staff
 - Oversee curriculum, supplies and volunteers for Preschool and Kindergarten classes
 - Oversee and organize lesson plans, supplies and volunteers for the Workshop Rotation Sunday School (Grades 1-4)
 - Oversee curriculum, supplies and volunteers for 5th and 6th grade classes
 - Plan and oversee Christmas program with key volunteers
2. Vacation Bible School
 - Schedule VBS in coordination with the Church staff
 - Choose curriculum, gather supplies, recruit volunteers and direct VBS

3. Camp Ministry
 - Act as a liaison and advocate for camping ministry
 - Attend camp during the summer with Immanuel children
 4. Pre-Sunday School Ministry
 - Supervise the paid nursery staff person
 - Oversee Rainbow Bag ministry and Sanctuary Sunday bags
 - Lead the Kindergarten First Bible Stepping Stone
 5. Family Ministry
 - In coordination with the Children's Ministry Committee manage events for families and their children, i.e. Trunk or Treat
 6. Children's Library
 - Resource and promote the children's library
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- B. Recruit, train and support Children's Ministry Volunteers
 - C. Attend weekly Staff meetings and participate in weekly worship.
 - D. Administer the Children's Ministry budget
 - E. Coordinate meetings of the Children's Ministry Team.
 - F. Communicate with the congregation about the children's programs in partnership with Immanuel's communications staff
 - G. Annually evaluate the children's programs with the Children's Ministry Team
 - H. Collaborate with the Children's Ministry Team to submit a written report for Immanuel Lutheran Church Annual Report
 - I. Lead volunteers in the coordination of special events for children
 - J. Develop ways to support and encourage faith nurture in the home that enables:
 - Caring Conversation in the home and faith community
 - Family Devotions
 - Family Service
 - Family Rituals and Traditions

SUPPORT AND ACCOUNTABILITY

The Director of Children's and Family Ministry reports to the Minister of Faith Formation and works cooperatively with the Program Staff and the Children's Ministry Team.

HOURS & REMUNERATION

Part-time (currently 30 hours, with the potential opportunity for growth)

Salaried – Based on ELCA guidelines and experience.

Please email resumes to:

Martin Rathjen: martin@immanuel.us and Emily Sienkowski: emily.sienkowski@gmail.com

Attn: Dir. Children's & Family Ministry Search Committee