

Job Title Children's Ministry Coordinator

FLSA Status Part-time position, exempt status

Position Summary Works with families with children from birth through grade 5. Provides programming, resources and guidance to foster faith development and a Christian lifestyle. Supports a church community where member and school children and youth are valued. Mobilizes congregational and community resources to integrate children, youth and young adults into parish life. Encourages intergenerational fellowship and service by involving youth and young adults in a variety of roles. Equips and prepares children for leadership as disciples of Christ.

With a strong Christian faith and inspired by the Holy Spirit to serve the Lord in this capacity, the individual should exhibit:

- a. A passion for children and children's ministry
- b. An understanding of child development and learning in order to be responsive to children's unique needs, capabilities and learning styles
- c. Awareness of the social and cultural contexts in which children live to ensure that experiences are meaningful and relevant
- d. Strong organizational and multitasking skills
- e. Excellent leadership and interpersonal skills
- f. Ability to serve as a positive Christian role model

Essential Duties and Responsibilities

1. Works with Children's Religious Education Committee (CREC) to select curriculum and develop programs
2. Participates on the Faith Formation Team to plan the continuum of religious education for all youth age groups
3. Assists with appropriate programming for children with disabilities
4. Directs or maintains database for mail and electronic communications
5. Leads opening worship for Sunday school along with CREC committee members
6. Organizes social/family events with other staff members and appropriate committees
7. Meets with or coordinates pastoral visits to families as necessary
8. Supports religious education programming in school
9. Acts as a liaison to Grace school to encourage worship and church participation
10. Attends staff meetings, committee meeting and council meetings as appropriate.
11. Has membership at Grace, attends church regularly, participates in worship leadership
12. Maintains a calendar of events and produces publicity for Grace Website, *Grace Notes*, and Sunday bulletin. Organizes publicity to the community for events and programming
13. Provides outreach to the community

Committee/Program Relationships

Children's Religious Education (CREC)
Sunday School
VBS
Mustard Seeds
Nursery
Baptism preparation
First Communion instruction
Grace School

**Physical/Mental/
Environmental
Requirements**

In all cases of physical requirements, appropriate reasonable accommodations should and will be considered, whenever possible, to allow position incumbent to accomplish identified essential functions in an alternative manner.

Physical: Position includes sitting, standing, walking, bending and minimal lifting.

Mental: In general, position can be stressful due to volume of work, deadlines, and/or dealing with others on the job.

Environmental: In general, position involves pleasant working conditions, primarily classroom/church/office environments.

**Equipment/Machines
Used**

Personal computer

Reporting Relationships

Reports to Director of Youth and Family Ministry
Works closely with ministry team, school staff, Faith Formation Team (FFT) and Children's Religious Education Committee

Qualifications

Education: Bachelor's degree, with training in theology, education or childhood education.

Related Experience: Teaching, counseling and youth work, either on a paid or internship basis.

Interested candidates should e-mail a cover letter and resume to cmcsearch@graceriverforest.org. Please put Children's Ministry Search in the subject line of the email. No phone calls please.

Grace Lutheran Church and School
7300 Division Street
River Forest, IL 60305
708-366-6900
www.graceriverforest.org