



*The LORD is my rock and my fortress and my deliverer,
my God, my rock, in whom I take refuge,
my shield, and the horn of my salvation, my stronghold.*

Psalm 18:2

Children's Ministry Associate

JOB GOAL: The Children's Ministry Associate shall provide leadership for ministry to children ages birth-sixth grade.

PROGRAM GOALS: That the children of our congregation would (1) rejoice in their baptismal identity as children of the heavenly Father; (2) connect to their church family; (3) grow in the grace and knowledge of Jesus Christ; and (4) serve as His witnesses, sharing His love.

REPORTS TO: Director of Family Ministry

WORK HOURS: ~15 hours/week

CONGREGATIONAL MISSION: We Proclaim Jesus: Today and Forever!

CORE VALUES: God's Grace; Great Commission; Worship; Fellowship; Discipleship

MINISTRY RESPONSIBILITIES:

1. **SUNDAY SCHOOL (2 YEARS OLD TO 6TH GRADE)**
 - a. Create a top-level lesson plan for each week
 - b. Send a weekly email to volunteers with the plan and suggestions/ideas for the upcoming Sunday
 - c. Ensure space is ready for Sunday School
 - d. Provide support to volunteers on Sunday morning, including serve as leader or substitute teacher and leading team planning meetings as needed
 - e. Evaluate program needs related to space, budget, curriculum, supplies, and other resources, and recommend and execute actions related to needs
 - f. Maintain attendance records and other participant information to meet the objectives of the Sunday School program
 - g. Recruit and train volunteers as needed
 - h. Promote and publicize Sunday School
 - i. In consultation with the Director of Family Ministry, Pastor(s) and the Sunday School team, discover, review, select, and adapt curriculum and resources that are consistent with the program goals, the mission, and the doctrine of Zion Lutheran Church
2. **VACATION BIBLE SCHOOL**
Work with the Director of Youth Ministry to select, plan, organize and run VBS along with a team of volunteers
3. **CHURCH NURSERY**
 - a. Recruit and train nursery volunteers
 - b. Ensure the nursery is staffed during Bible Class hour on Sunday mornings (ideally with two teen or adult volunteers)
 - c. Evaluate the need for nursery staffing during services

- d. Ensure the nursery is organized and cleaned by custodial staff on a regular basis and is stocked (diapers, wipes, etc.)
4. FAITH STEPPING STONES
 - a. Work with the Director of Family Ministry, Pastor(s), and second grade ZLS teachers to plan and implement the “First Bible” stepping stone for 2nd graders (sometime in January-March)
 - b. Work with the Director of Family Ministry and Pastor(s) to plan and implement the “entry into Sunday School” stepping stone for 2-year-olds (sometime in September-November)

PERSONAL QUALITIES:

- An active member of Zion Lutheran Church
- Passionate about working with children and sharing God’s Word and God’s love with them
- Exhibits a vibrant and personal faith and be able to share that hope with others
- Exhibits a high degree of personal and professional ethics
- Capable of learning on the job
- Strong oral and written communication
- Lead in a collaborative, dynamic team environment
- Self-motivated and able to work independently
- Maintain confidentiality at all times and in all circumstances