

International Ministry Child Care Coordinator

MINISTRY DESCRIPTION

ST. MATTHEW LUTHERAN CHURCH
Walled Lake and Wixom, Michigan

I. PURPOSE:

In response to Christ's love, with the Spirit's help, according to the Father's will and for God's glory, the IM Child Care Coordinator will work with the Minister of Youth, International Ministry, and other pertinent staff to develop and maintain an ongoing, Christ-centered ministry to those involved in St. Matthew's International Ministry.

II. RESPONSIBILITIES:

The IM Child Care Coordinator, with advisement of "International Ministry" and under the authority of the Minister of Youth, will assume responsibility for IM childcare ministry as it relates to the "pass Jesus on to the next generation" core values (see attached list of core values) and ministries. More specifically this includes:

A. Pass Jesus on to the Next Generation: Overall Responsibility

- a. Working closely with the Minister of Youth in discerning and casting God's vision for the attraction, connection and transformation of children and their families, so that they may be equipped to bear spiritual fruit; assist in leading the fulfillment of that vision.
2. Working closely with the "International Ministry" to provide strategic, coordinated, age appropriate care and ministry as we fulfill various needs and partner with parents to disciple to the next generation (member and non-member) that prioritizes saving faith for each child entrusted to our care.

B. Child Care Ministry

1. Working closely with the Minister of Youth in developing and managing a growing, dynamic, Christ-centered, relationally based IM Child Care ministry to children and their families (member and non-member) at St. Matthew's Walled Lake campus, specifically serving the International Ministry designing it to help them grow closer to and more like Jesus.
2. Working with the Minister of Youth, other pertinent staff, and ministries to organize, recruit, train, nurture, lead, and resource qualified, caring, paid and volunteer child care workers who radiate the love of Jesus.
3. Serving as the IM Child Care Ministry liaison on the International Ministry Team.

C. Administration

1. Work with the Minister of Youth and pertinent staff to prepare and administer the budget for the IM Child Care Ministry.
2. Work with the Minister of Youth to develop policies and guidelines for use of the IM Child Care.
3. Work with the Minister of Youth to develop and implement strategies to recruit, hire, mentor, and maintain an effective, vibrant, motivated team of IM Child Care workers.
4. Work with the Minister of Youth to develop and implement written policies for paid and volunteer child care workers.
5. Maintain all nursery records including but not limited to: financial, attendance, and registration.
6. Work with the Ministry of Youth and International Ministry Team to determine class sizes and availability of class offerings based on requests for childcare.
7. Develop the schedule for paid and volunteer child care workers.
8. Provide direct supervision of the Walled Lake child care workers, both paid and volunteer.
9. Meet regularly with IM child care staff to evaluate ministry effectiveness.
10. Plan, prepare, and maintain a safe, clean, engaging child care environment for the children and their families.
11. Serve in the IM child care as hours allow.
12. Participate in International Team Meetings as needed.
13. Communicate and work with International Ministry to provide regular class scheduling and class sizes for the weekday IM child care time.

III. SUPERVISION AND BENEFITS

A. The IM Child Care Coordinator reports directly to and is under the authority of the Minister of Youth.

B. The IM Child Care Coordinator will semi-annually develop goals and objectives to be presented to and reviewed by the Minister of Youth.

C. The IM Child Care Coordinator is a part-time staff position (up to 15 hours per week for 31 weeks assuming 5-6 hours per week for administration and remainder serving in the nursery).

D. Compensation is set by the congregation upon recommendation of the Executive Board.

E. The IM Child Care Coordinator is subject to the conditions of employment outlined in St. Matthew Lutheran Church's "Congregational Personnel Manual."

Date: _____

Signature of:
IM Child Care Coordinator _____

Signature of:
Church Representative _____

Approved by Children's Ministry: 8/2013, Revised January 2019.
Revised and approved by Minister of Youth and IM Staff Liaison to Nursery
January 2024, revised and approved Minister of Youth and Executive Board March 2024

Mission Statement

St. Matthew Lutheran Church exists to make disciples who follow Jesus.

Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior
(John 14:6; Acts 4:10-12)
2. **Live** as a Bible-based and Spirit-led people
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)
3. **Worship** God together
(Colossians 3:16; Hebrews 10:24-25)
4. **Share** the love of Jesus
(Matthew 28:18-20; Acts 1:8)
5. **Grow** closer to and more like Jesus
(Romans 12:1-2; Titus 2:11-14)
6. **Serve** God with our gifts
(Romans 12:4-8; 1 Timothy 6:17-19)
7. **Love** one another in caring communities
(I Corinthians 13; Ephesians 4:15-16)
8. **Pass** Jesus on to the next generation
(Deuteronomy 6:6-9; Proverbs 22:6)

St. Matthew Lutheran Church Staff Values

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a
self that is teachable and yielded to the Holy Spirit.

Approach your work and your life with
Spirit-controlled hearts.
1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two
Maintain an infectious, optimistic, and
enthusiastic attitude
Ask the people with whom you work,
“What can I do to help you?”
Expect to be a team player who has the best
interests of the team at heart.
Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three
Engage coworkers in honest communication
Let’s not allow things to go underground. Conflict
resolution and meaningful communication must take place in an environment of
openness and truth telling with courtesy and sensitivity.
Eph.4:25, 29

Four
Approach your work with intensity
Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty.
Put your hand to the plow and don’t look back!
Do all you can heartily and serve the Lord with fortitude.
Col.3:23-24; Phil.3:13-14

Five
Honor and value volunteers
Motivate and encourage the lay people around you by giving them words
of encouragement and appreciation whenever you have an opportunity.
Write the note, make the call, give the gift that says,
“You and your ministry matter to God!”
1 Pet.2:17; Phil.1:3-6

Six
Keep one eye on eternity
Don’t lose the big picture and God’s ultimate desire and plan for the world, the church,
your life and your ministry. Remember why you’re in this.
1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your ministry and your personal walk with Jesus.

Humble yourself before God and expect Him to do great things as you seek to serve Him with all your might.

1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22

IV. DESIRED QUALITIES:

1. Evidence the fruits of the Spirit.
2. Have a passion for young children and a personal style of "People-Structured".
3. Attend worship regularly (family and spouse also).
4. Practice a fervent personal devotion, Bible study and prayer life.
5. Boldly radiate the love of Jesus!
6. Evidence a high level of spiritual maturity.

DESIRED SPIRITUAL GIFTS should include:

1. Leadership
2. Administration
3. Shepherding
4. Teaching