

Part Time
Children's Ministry Director
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 Children's Ministry Director will work with the Minister of Youth and other staff to lead and enable St. Matthew Lutheran Church to faithfully fulfill our mission to make disciples who share Jesus with others.

II. RESPONSIBILITIES

The Children's Ministry Director with advisement and under the authority of the Minister of Youth, will assume responsibility for Bible Adventure, Children's Church, and Kid's Praise ministry as it relates to the "pass on the passion for Jesus to the next generation" core values (see attached list of core values) and ministries. More specifically this includes:

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

1. 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 to bear spiritual fruit; assist in leading the fulfillment of that vision.
2. Working closely with the "Children's Ministry Team," by leading them in working together to provide strategic, coordinated age-appropriate ministries at both campuses, and to partner with parents in discipling the next generation (members and non-members) that prioritizes saving faith for each child and church member.

B. Children's Ministry

1. Oversee and maintain all curriculum and resources used in Bible Adventure (at Wixom and Walled Lake campuses), Children's Church, and Kid's Praise (Wixom campus).
2. Lead teacher for Bible Adventure on Sunday mornings at the Walled Lake campus.
3. Working with the Children's Ministry Team to organize, recruit, train, nurture, mentor and resource leaders and teams for various ministries for children and their families including, but not limited to Bible Adventure (Sunday School), Kid's Praise, and Children's Church.
4. Oversee ways to make worship meaningful for children including but not limited to weekly Children's Worship Bags.
5. Other duties as mutually agreed upon.
6. Serve as the staff liaison for the Children's Ministry Team.

C. Administration

1. Keep consistent records of Bible Adventure and Kid's Praise.
2. Maintain and develop consistent methods of communication with parents and the congregation regarding Children's Ministry.

III. SUPERVISION AND BENEFITS

- A. The Children's Ministry Director reports directly to and is under the authority of the Minister of Youth.
- B. The Children's Ministry Director is a part time between 10-15 hours per week position for 46 weeks.
- C. Compensation and benefits are set by the Personnel Committee.
- D. The Children's Ministry Director is subject to the conditions of employment outlined in St. Matthew Lutheran Church's "Congregational Personnel Manual."

Date: _____

Signature of:
Director of Children's Ministry _____

Signature of:
Church Representative _____

Approved by Youth and Children's Ministry on Nov 9, 2017.

Updated 8-14-18.

Updated 9-1-25

Mission Statement

St. Matthew Lutheran Church exists to make disciple who share Jesus with others.

Core Values

God has called St. Matthew to:

1. *Believe in Jesus as the only Savior (John 14:56; 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 (1 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,

truth telling

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. Attend worship regularly (family and spouse also)
3. Practice a fervent personal devotion, Bible study and prayer life.
4. Boldly radiate the love of Jesus!
5. Evidence a high level of spiritual maturity.

DESIRED SPIRITUAL GIFTS should include:

1. Leadership
2. Administration
3. Shepherding