

Position Title: Children and Family Ministry Director
Supervisor: Senior Pastor
FLSA: Exempt Part time
Date: July 2019

The Children and Family Ministry Director, with Calvary ministry teams and volunteers, will develop and coordinate children (3 years old through 6th grade) and family ministries that reflect the mission of Calvary Lutheran Church: Gathered by God, Inspired by Love, Empowered to Serve.

Essential Job Functions:

1. In partnership with the Children and Family Ministry team, create a strategic plan including objectives, budget, calendar and marketing as it relates to ongoing faith development, events and resources.
2. Direct children's Sunday morning experience and the Milestone Ministry program.
3. Ensure a safe environment for children, youth, and family for all activities at Calvary as part of the Protection of Minors Committee and enforcing the POM policy.
4. Collaborate with ministry teams providing family life resources as needed.
5. Work with youth and family leader to provide support for fundraisers, youth trips and retreats.
6. Meet with Church Council as needed, attend staff and leadership meetings.
7. Other duties as assigned by the Senior Pastor.

Required Knowledge and Skills

- Demonstrates strong and growing walk with Christ and for building well-rounded, healthy relationships with young people in and outside of worship experiences.
- Active participant in Calvary's congregation.
- Understands child development, culture, and trends.
- Ability to develop, use, and evaluate curricula.
- Strong leadership skills, and competent interpersonal and conflict resolution skills.
- Excellent oral and written communication skills, and collaborative work style.
- Maintain high level of confidentiality.

Education and Experience Preferred:

- Education in the area of family life or related field preferred.
- Background or experience of 3+ years in the area of Children and Family ministry, especially in children's ministry, and can demonstrate the required knowledge, skills, and abilities.

Computer and/or Technical Skills:

- Proficient in MS Office suite and Publisher.
- Adept with social networking platforms