



**SAINT MATTHEW
LUTHERAN
BARRINGTON**

Children's Ministry Coordinator

Job Description

St. Matthew Lutheran Church
720 Dundee Ave., Barrington, IL 60010

Job Purpose

The Children's Ministry Coordinator serves as a welcoming presence for families, children, and youth at St. Matthew Lutheran Church. Under the direction of the Pastor, this role facilitates children's ministry events and programs that fosters faith formation, build's relationships, and equips and encourages parents in their vocation.

Key Responsibilities

- Serves as a visible and approachable representative of St. Matthew children's ministry, especially for children, youth, and families on Sundays, encouraging their participation in children's ministry events and Sunday School.
- Organize and administer (required) St. Matthew's Sunday School program from TOTs-High School (teaching within the program is highly preferred).
- Plan, organize, and administer the Children's Christmas program.
- Plan, organize, and lead of events at least quarterly that engage parents and children (or delegate the day of leadership role between parents).
- Give children's messages (at least 2 times a month).
- Recruit, train, and support volunteers for children's ministry activities. Delegation highly encouraged.

Educational Requirements

- High school diploma or equivalent required.
- Bachelor's degree preferred (education or DCE background preferred).

Experience & Skill Requirements

- Shared confession of Christian doctrine as professed by the Lutheran Church – Missouri Synod required.
- Proven ability to build relationships with youth and families.
- Strong organizational and communication skills.
- Works well on a team and is flexible to ministry needs in changing congregational circumstances.

General Expectations

- Serve the congregation as an example of Christian conduct by living in Christian unity with the members of the congregation, fellow staff, volunteers and sister congregations in the District/Synod.
- Member of St. Matthew Lutheran Church (highly preferred).
- Regular worship attendance and participation in church functions to connect with children, youth, and their families (at least twice a month if not a member of St. Matthew).
- Exempt Position, appx. 5-10 hour work week (varies with calendar events). Salary range 5,000-10,000.
- Properly manage the expenses for their area.
- Maintain a clean, presentable, and well-organized work area and personal appearance.
- Must pass a background check and drug test as required.
- Other duties as assigned.