

Part-Time Children's Ministry Director (Age 3 – 5th Grade) Position Description 2021

Employee Status: Part-time

Hours: 10 per week. Suggested time disbursement during the school year (September – May): 4 hrs. per Sunday, 6 hrs. per week with more flexibility during the summer.

Salary: \$13,000 (\$25/hr.)

Vacation: four Sundays, September – May.

Description: The Children's Ministry Director is responsible for inspiring and equipping the families of Cross and Crown with children Age 3 – 5th Grade to live into our mission statement.

Grow in Faith, Serve all in Need, Gather every person to Christ

These three goals are the guiding principles of our life together in Christ at Cross and Crown.

The Children's Ministry Director will also uphold the values set out in Cross and Crown's welcoming statement:

The community of Cross and Crown welcomes each and every person with openness, understanding and appreciation. No exceptions.

- **We especially welcome and support those who have felt excluded from the spiritual community.**
- **We commit ourselves to treat each person as an equally loved, forgiven, accepted, and blessed child of God.**
- **We profess the worth and dignity of every person and recognize each one as created in the image of God.**

This means: Cross and Crown welcomes and invites people of all races, ages, cultural backgrounds, sexual orientation or identity, marital status, physical and mental abilities, family structure and economic status.

As a community we live into the Great Commission (Matthew 28:19) which is God's gift for all people.

All are welcome in this place!

The Children's Ministry Director will lead our parent and early-youth ministry (Age 3 - 5th Grade) by organizing and directing its activities in accordance with Cross and Crown's mission statement. She or he is expected to work well with other staff members, parents and volunteers, and model mature Christian leadership in all aspects of her or his interactions with the community. This position will infuse creativity and stability with flexibility into the faith formation of our parents and children to encourage spiritual and emotional growth in an ever-changing world. All teaching and activities must be consistent with Lutheran teachings in the ELCA tradition (see <https://elca.org/Faith/ELCA-Teaching>).

Responsibilities:

Sundays

- Be a visible, welcoming, and affirming presence on Sunday mornings. Be present in Sunday worship as often as possible to serve as a role model.
- In consultation with the senior pastor and Christian Education Team create the Sunday School schedule (September – May) and provide appropriate curricula and materials for pre-K – 5th grade teacher.
- Assist the senior pastor in incorporating children into Sunday worship when possible.
- Recruit, train, and assign volunteer teachers for Sunday school classes.
- Ensure that Sunday school classrooms are properly supplied and equipped.
- Rotate around Sunday school classrooms offering help and guidance as needed.
- Connect with parents on Sunday mornings to build healthy, supportive relationships and affirm their roles as their children's primary role models.
- Oversee the Sunday Morning Nursery paid staff position.

Weekdays

- Mail monthly *Splash* curriculum to families with children under 3.
- Assist the Director of Music in organizing and leading the Cross & Crown Children's Choir. (musical ability is welcome but not required)
- Participate in monthly staff meetings and meet one-on-one with the senior pastor weekly.
- Plan and execute workshops aimed at equipping adults, grandparents, and/or guardians, and/or foster parents to deepen their vocation as parents.
- Prepare regular materials in a timely manner for The Connection (weekly newsletter) informing parents of upcoming events.
- Along with the Parish Administrator, monitor the Children's Ministry budget.
- Plan and execute special events in conjunction with other ministry teams as appropriate such as:
 - VBS and other summer programming.
 - Special Events aligned with the church calendar such as Easter, Lent, Christmas, Advent.
 - Service project(s).
 - Innovative intergenerational workshops for family discipleship.

Other

- Complete CPR and First Aid certification
- Successfully pass a criminal background check
- Complete child and adult sexual misconduct prevention training
- Ensure that all volunteers have completed child and adult sexual misconduct prevention training.
- Other duties as assigned by the council

Accountability and evaluation:

The Children's Ministry Director will meet quarterly with the Christian Education Team comprised of the senior pastor and three parishioners (selected by the senior pastor with input from the congregational council) in a collaborative and supportive environment to set goals, evaluate outcomes and discuss any potential issues that may arise.