



Position: Director of Preschool Ministries (Birth-4K)

Accountable to: Senior Pastor

Vision: The mission of Our Savior's Lutheran Church is to share the love of Christ to transform lives.

The Church: Our Savior's Lutheran Church is a vibrant ELCA (Evangelical Lutheran Church in America) congregation in the Lake Country area west of Milwaukee. Our congregation has 2,000 members; we average 450-500 total attendance in our three weekend worship services. Our family ministry programs are a key component of our congregation.

SUMMARY OF POSITION (Part-time; 20 hours per week): The Preschool Ministry Director serves as general administrative leader of children birth through 4K faith formation programs at OSLC. We are searching for a candidate with a personal faith to engage and relate to our children and their parents so that relationships and trust can be built and lives can be transformed in Christ. This position also collaborates with the Director of Elementary Ministries and Director of Middle and High School Ministry. This position is to set and meet goals and to work with Family Ministry Team to promote the well-being of our children through Christ's Love.

RESPONSIBILITIES

Leadership Development:

- Oversee nursery staff
- Find curriculum or write lessons for the following levels. This includes helping recruit and train teachers and class assistants
 - 2yr old with Parent Sunday School
 - 3yr old Sunday School
 - 4k Sunday School
- Create and oversee 2yr/3yr/4K/ Sunday School opening program weekly. Create digital media slide show and script for volunteer to follow.
- Work with the Family Ministries team to create a program calendar and budget.
- Attend weekly staff meetings
- Organize and lead a preschool family event quarterly.
- Organize and promote Sunday School Orientation (August)
- Organize and promote 3yr old Bible Sunday (September)
- Oversee availability of weekly activity for preschoolers during worship.
- Prepare and assist volunteers with leading Children's Church (in rotation w/ Elementary and Middle High School directors)
- Vacation Bible School- Work with OSLC Staff in sharing administrative leadership
- Work with Family Ministry team on Christmas Program
- Greet new families on Sunday mornings
- Provide spiritual support for families with birth through preschool children.
- Connect with birth through preschool families with calls or welcome at: new births, baptisms or other special occasions.

- Regular worship attendance.
- We are seeking a leader who is open to building community connections and integrating faith formation across all ages and stations.
- We aim to improve our virtual content and contact with families through online curriculum and increased electronic media communications.

Skill & Experience Requirements

- Commitment to the mission and vision of Our Savior's Lutheran Church.
- Passion for sharing faith at age appropriate levels.
- Relevant experience or related education is required with preference for education degree.
- Experience working with children and families.
- Experience in managing and working with adults.
- Ability to thrive in a team-based ministry.
- Commitment to quality and attention to detail.
- Self-starter who demonstrates willingness to learn and grow.
- Possess strong writing skills.
- Experience with or willingness to learn media presentation software such as MediaShout.
- Pre-employment background check required.

Work Location: One location

Work Remotely: No

Job Type: Part-time

Pay: \$15.00 - \$20.00 per hour