Children & Family Minister
Job Description

Reports to: Senior Pastor
Directly Supervises: Mothers of Preschoolers (MOPS)
                     Kids Coordinator
Status: Full-Time
FLSA: Exempt

Job Summary
The Children and Family Minister will provide dynamic leadership and oversight of ministry to children ages preschool through elementary school and their families. They will also provide leadership for family faith formation and relationship building for birth to preschool age families. It is expected that the Children and Family Minister will be actively involved in creating opportunities for intergenerational faith formation.

Essential Functions:
- Communicates a vision of the church as an intergenerational faith family
- Nurtures caring relationships within the congregation that enable the congregation, especially among children and families, to live out the mission statement of Abiding Presence – Connecting People to Christ through Community
- Makes disciples through faith formation and relationship building
- Coordinates Christian Education for preschool and elementary children that includes Sunday School, Wednesday Night Gathering, 1st-2nd, 3rd grade and 4th-5th-6th grade youth groups and other additional faith formation opportunities
- Develops connections between families of birth to preschool age children and provides opportunities for faith formation
- Equips parents/caregivers of birth through elementary school age children to provide opportunities for faith formation at home
- Recruits, trains, and equips others to use their gifts in providing leadership to the children and family ministries of the congregation
- Provides faith formation opportunities for children and families beyond the walls of the church building
- Leverages the gifts and resources of the congregation to engage children and families outside the congregation
- Screens all prospective volunteers in accordance with the Abiding Presence Child Protection Policy

Other Responsibilities:
- Supervises and supports MOPS Kids Coordinator and MOPS Kids Teachers
- Works as part of a staff team to support the overall ministry of the congregation
- Participates in staff meetings
- Worships regularly at both Sunday morning services and, as needed, occasional Saturday evening services
Minimum Qualifications:
- Deep and abiding love for God and God’s people
- Bachelor’s Degree in education, theology, Christian formation, or related field; Master’s Degree preferred
- Ministry experience with children and families in a faith based setting (i.e. congregation, camp, preschool, etc.)
- Knowledge of the Bible and Lutheran theology
- Excellent communication, planning and organizational skills
- Membership in an ELCA congregation or ELCA full communion partner

Core Competencies:
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/discipleship as a journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.
- **Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large groups settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.