



MISSION STATEMENT

The mission of St. John's Lutheran Church is to create disciples of Jesus Christ who;

CONNECT to God and His people in worship

GROW together in God's word through life groups, and

SHARE Christ with our words, service and resources

POSITION TITLE: CHILDREN'S MINISTRY ASSOCIATE
REPORTS TO: MINISTER TO YOUTH AND FAMILIES
FLSA STATUS: NON-EXEMPT, PART-TIME
DEPARTMENT: FAMILY MINISTRIES

SUMMARY: Supports the operations of Children's ministry with a passionate desire to lead children to follow and serve Jesus Christ. Provides supervision, training and coaching to children and volunteers. Exemplifies the Christian philosophy of St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to employees and those being served.
- Assists and supervises children's mid-week bible study, Sunday morning Connect and other events and outreach activities related to Children's Ministry.
- Identifies, invites and cultivates volunteers to enhance Children's Ministry.
- Assists with design and set-up for Children's Ministry events and operations.
- Regularly communicates and follows up with children and their families involved in Children's Ministry.
- Regularly communicates and provides feedback to the Director of Children's Ministry.
- Participates in Children's Ministry retreats and share opportunities.
- Provides assistance with planning and calendaring of Children's Ministry events.
- Performs related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- High School degree OR equivalent.
- Is or will become a member of St. John's Lutheran Church.
- **Intermediate Core Knowledge** of LCMS doctrine and beliefs.
- **Intermediate Language Skills** (written, verbal) – Ability to read, interpret and create general correspondence, instructions, and procedures. Ability to effectively present information and respond to questions from groups of employees, church members and others as necessary.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Intermediate Organizational Skills** – Intermediate abilities with planning multiple priorities simultaneously, create work schedules for team and anticipate proactive solutions. Demonstrates self-initiative by requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work with appropriate pace and urgency.
- **Basic Computer and Social Media Skills** – Basic skills using Microsoft Office software, and other custom software utilized by the organization, such as “Planning Center” and “Pro Presenter” Instagram, Facebook, and Snap Chat. Ability to use internet based applications and other industry – specific software.
- **Certification / License Requirements** – CPR and first aid certified. Maintain training requirements for Child Abuse Reporter.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Regularly lifts up to 50lbs
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception