

**Position Description**  
**Director of Children & Family Ministries**  
**Christ the King Lutheran Church**  
**New Brighton, MN**  
**March 2010**

**Mission:** *Guided by the Gospel, it is the mission of Christ the King Lutheran Church to make disciples for Jesus Christ by inviting and welcoming all to serve God's people by joining in :*

- *gathering for worship and fellowship*
- *growing in faith and understanding*
- *giving of ourselves and our resources*

**Vision:** All children are valued and welcomed at Christ the King. Children will be engaged in worship, music, education, mission and outreach. Families will be equipped to nurture faith both at home and in the congregation.

**Title:** Director of Children and Family Ministries

**Reports to:** Pastor of Children, Youth and Family Ministry

**Position:** Lead and direct the Children's Ministry Program (birth to 3rd grade) at a large suburban congregation, creating a dynamic ministry that engages both children and families, and supports the growth of CTK. This program will provide both excellence in programming and an environment that nurtures faith. The Director of CF Ministries will be part of CTK's Children, Youth & Family Ministry Team, which provides a comprehensive ministry for young people, from birth through college age, and families.

**Tasks:**

- 1) Programs
  - a) Plan, lead and coordinate weekly children's ministry programs, including Sunday School and Wednesday evening programs.
  - b) Promote and lead summer programming, including Vacation Bible School and day camps
  - c) Plan, coordinate and implement special events for children, such as Rally Day, Christmas Program, Angel/Mitten Tree, Faith Steps, First Communion, Teacher Appreciation, etc.
  - d) Choose and develop the curriculum for children's ministry programs
  - e) Oversee the nursery, including volunteers and programming, so that the nursery is a warm, welcoming, clean and safe environment
- 2) Volunteers:
  - a) Recruit and train volunteers for the children's ministry programs and nursery
  - b) Provide active leadership, presence and support for volunteers
  - c) Establish a positive team environment that promotes the growth of faith in children and families

- d) Ensure volunteers are aware of and in compliance with the child safety policies of CTK
- 3) Parents:
    - a) Actively engage parents in the programs and events of the children's ministry program
    - b) Provide education and resources to equip families for nurturing faith at home
  - 4) CTK Community:
    - a) Actively communicate about and advocate for the children's ministry program through all available media, including the CTK website, the Herald, phone calls, direct mail, church bulletin, posters, newspapers and other sources
    - b) Insure that the children's ministry program is integrated with the strategic plan, overall goals and programs of CTK
    - c) Develop an annual budget and maintain accurate records of all expenditures.
    - d) Attend staff and team meetings
  - 5) Visioning
    - a) Assess, design and implement children's ministry programs to meet the needs of the congregation and community.
    - b) Actively promote the vision of Children, Youth and Family Ministry to the congregation and to the community.
    - c) Participate in continuing education opportunities in the area of Children's Ministry

**Qualifications:**

1. An authentic, growing faith in Jesus Christ and commitment to the Lutheran confessions.
2. A minimum of a 4 year degree in ministry, education, or other relevant area.
3. 3 years children's ministry or related experience.
4. Proven ability to nurture relationships with children and families.
5. Clear understanding of child development, culture and family systems.
6. Demonstrated leadership, organizational and planning skills, professional work ethic and positive attitude
7. Effective communicator, demonstrating relational skills and motivational ability with children and community.
8. A strong team player, committed to the mission, vision and growth of CTK