

Christ Our Shepherd Lutheran Church

Job Title: Director of Children and Family Ministry

Age Range Served: Birth – 5th Grade and their families

Status: Part-Time (20 hours/week), **Non-Exempt**

Reports To: Associate Pastor

Primary Purpose

To lead children and their families into a growing relationship with Jesus Christ by developing and coordinating a vibrant ministry that nurtures faith formation and equips families to practice faith at home and in the community.

Key Responsibilities

- Lead children's faith formation through programs such as but not limited to Children's Church, Vacation Bible School, and Luther Road.
- Equip families to practice faith daily at home.
- Plan service and fellowship opportunities for children and families.
- Select, review, and implement curriculum.
- Recruit, train, and support volunteers for all children's programs and nursery.
- Communicate clearly and consistently using various platforms.
- Collaborate with pastors and ministry staff, including for First Communion and music programs.
- Maintain healthy relationships with parents, staff, and volunteers.
- Set ministry goals, manage program budgets and facilities.
- Ensure all volunteers complete annual child safety training.
- Advocate for the needs of children and families in the church and community.
- Continually evaluate and enhance ministry programs.
- Perform additional duties as assigned in cooperation with pastors.

Preferred Skills and Qualities

- A mature, enthusiastic Christian faith with visible spiritual practices (prayer, worship, giving).
- Strong Biblical knowledge and ability to engage children in creative, age-appropriate ways.
- Relational, authentic, and present with children and families.
- Willingness to innovate and try new approaches.
- Strong organizational, planning, and multitasking abilities.
- Effective communicator and team player.
- Competent with Microsoft Office, social media, and virtual communication tools.
- Familiarity with ELCA theology and congregational life.
- Flexible, positive, and adaptable.

Preferred Education and Experience

- Bachelor's degree (preferred).
- Teaching or Christian education experience.
- Experience leading and supporting volunteers.
- Physical ability to engage in recreational activities with children.
- Comfort using modern technology for ministry purposes.