

Position Description

Director of Children and Family Life

St. Paul Lutheran Church, Davenport, Iowa

Individual: Open

Employment: Part-time
(25 hours/week, 10.5 months/year)

Reports to: Teaching Pastor

Position Objective:

Oversee all aspects of children's ministries at St. Paul, giving special leadership attention to the engagement of families, the role of parents, the encouragement of volunteers, and all of the innovative, playful, and relational opportunities that children (birth – 5th grade) deserve when discovering the blessing of knowing Jesus Christ.

Core Competencies:

Understand the impact of faith as it takes shape within family systems
Inspire and equip volunteers for work with children
Build networks and foster a welcoming environment through strong interpersonal skills
Possess an eagerness to guide families and kids in learning helpful spiritual practices
Communicate effectively in person and online
Highly organized
Set takeaway goals for children and their families when planning events

Essential Responsibilities:

Give focused attention to five key areas of responsibility:

1. Guide all facets of **Sunday morning learning** for children: The recruitment, training, and support of teachers, the evaluation and selection of curriculum models, the oversight of periodic intergenerational experiences, and the building of an all-around happy environment for learning and discovery
2. Oversee the church's **Faith Milestones*** for children, working closely with learning and pastoral colleagues to engage families in joyously forming faith with their kids
3. Coordinate **special events** for children and their families (e.g. Vacation Bible School, Trunk or Treat, and other seasonal experiences), working with the children's ministries' assistant to create meaningful experiences that foster faith and a spirit of togetherness
4. Create **opportunities for parents** to engage issues, meet and know one another, and gain insights for good parenting and solid faith formation
5. **Build bridges with other staff colleagues and departments** to connect intentionally with children's choirs, children in worship, children in the Christmas program, etc.

*Faith Milestones celebrate the developmental stages of children and youth include birth through toddler ministry connections, individual grade level events, and first communion instruction

Desired Characteristics:

Love of children and an appreciation for growing their faith lives in creative ways
Well-grounded personal faith
Team player
Enthusiasm for the congregation's commitment to children's ministries as a priority
Flexibility/creativity/positive and energetic demeanor