

## *Position Description*

# Director of Children's and Family Ministries

St. Paul Lutheran Church, Davenport, Iowa

**Individual:** \_\_\_\_\_

**Employment:** Part time (30 hrs/week) OR full time; 11 months

**Reports to:**

### **Position Objective:**

This program staff leader guides all children's and family ministries for ages birth through 5<sup>th</sup> grade. Establishing and maintaining innovative, playful, and relational experiences that help children and their families know the power of love and the joy of Jesus Christ is fundamental to this role.

### **Core Competencies:**

Demonstrates natural leadership instincts  
Collaborate enthusiastically with staff peers  
Inspire and equip volunteers for their work  
Organize administrative tasks effectively with strong follow-through  
Inspire and equip the adults in children's lives as teachers and models of faith growth  
Understand the reciprocal relationship of family systems and faith life  
Foster a welcoming environment through strong interpersonal skills  
Communicate effectively in-person and online

### **Essential Responsibilities:**

Give focused attention to the following key areas of responsibility:

- Intentionally and regularly **communicate** with students and families fostering connection and relationships
- Guide all facets of **Sunday morning learning** for children. Recruit, train, and support volunteers. Evaluate and reimagine models of learning as appropriate. Foster a happy environment for learning and discovery. Work with colleagues to generate periodic intergenerational experiences.
- Oversee the church's **Faith Milestones\*** program for children, working closely with learning and pastoral colleagues to engage families in joyously forming faith with their kids
- Coordinate **special events** for children and their families (e.g. Vacation Bible School, Trunk or Treat, and other seasonal experiences) to create meaningful experiences that foster faith and a spirit of togetherness
- Develop and implement **models of family faith practice** as the core of children's faith formation and growth; Create opportunities for parents to meet and know one another, engage issues, and gain insights for good parenting and solid faith formation
- **Build bridges with other staff colleagues and departments** to connect intentionally with children's choirs, children in worship, children in the Christmas program, etc.

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\*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  
Deep personal faith  
Individual initiative  
Team player

Fun-loving  
High energy  
Collaborative  
Organized