



**BETHEL**  
LUTHERAN CHURCH

**MADISON, WI**

## **DIRECTOR OF KIDS & FAMILY MINISTRY**

### POSITION PURPOSE:

The primary purpose for the Director of Kids & Family Ministry is to create an environment where Kids (birth-6<sup>th</sup> grade) grow closer to Jesus Christ and where families find support and resources for a faith-filled life.

### POSITION STATUS:

PART-TIME/FULL-TIME: ½, ¾, or Full Time  
HOURS PER WEEK: Variable  
JOB CLASSIFICATION: Exempt

HOURLY/SALARY/OTHER/VOLUNTEER: Salary  
BENEFIT ELIGIBILITY: Yes, if full time  
FUNDING SOURCE: Acct #502

### MAJOR RESPONSIBILITIES:

*(The following responsibilities are for a fulltime position. If less than fulltime, duties would be adjusted)*

- Serve as an ambassador of Jesus Christ for children and families;
- Build and maintain affectionate and supportive relationships with children and families of the Bethel community;
- Provide new and creative ideas for discovering a personal connection to Christ;
- Oversee, support, and coordinate all aspects of the children's ministry programs, specifically Kids Min Education, JAM, Bethel Jr., Expedition Ministry (grades 5-6), the Christmas Pageant, Communion Instruction, Bible Distribution, Vacation Bible Camp, Retreats at Horizon, and special events;
- Regularly evaluate and report the manner in which families are cared for through the Children's Ministry, providing insights and possible adjustments to the Lead Pastor quarterly;
- Develop a curriculum map of faith formation for children birth through 6<sup>th</sup> grade;
- Assess, research, and recommend curricula options to support faith development, in consultation with the Lead Pastor and LifeLong Faith Formation Team;
- Recruiting volunteers in collaboration with the Lead Pastor and Life Long Faith Formation Team, including: a) screening children's volunteers and leaders before placing them in ministry; b) having volunteers complete an application and sign a release form for a background check; c) training volunteers in Bethel child protection policies and procedures; d) proceeding with background check and file results in a confidential folder to be kept in a locked file cabinet in the church office; e) approving or disapproving volunteers for service in the children's ministry; f) communicate immediate security concerns to supervisor; and g)

consider ways to improve children's and/or classroom security and communicate these ideas to appropriate personnel; g) sharing concerns immediately with the Lead Pastor for any potential misconduct;

- Conduct regular training meetings for team members that include teacher training, relationship building, and opportunities for spiritual growth;
- Provide up-to-date student/family rosters for all teachers;
- Assure that attendance records are complete, accurate, and up to date;
- Check children in and out of Children's Ministry if greeter is not available to do so;
- Provide follow-up to guests and prospective members;
- Prepare annual Children's Ministry budget and oversee the disbursement of funds in collaboration with the Director of Finance;
- Conduct inventories of Children's Ministry Supplies and needs;
- Recommend upgrades, improvements, and changes to Children's Ministry space to provide the most engaging and positive learning environments possible;
- Encourage leaders to get to know, pray for, and communicate with family members of students;
- Outline, train, and help supervise to prevent unauthorized people from entering a classroom, nursery, and/or Children's wing;
- Oversee the purchase, distribution, and use of all equipment and supplies;
- Coordinate with special speakers, puppeteers, musicians, and any other others who will take part in the children's ministry program;
- Plan occasional seasonal activities for children, such as: a) fellowship and fun activities at church and away from church like Trunk or Treat; b) service projects; c) community outreach activities; and/or d) recreational excursions;
- Provide administrative supervision for the Nursery Coordinator, nursery staff, and ministry;
- Provide spiritual support and resources for infant/toddler children and their families;
- Provide coordination and support for the children's choirs and the Kid's Ministry Art, Music, and Movement Coordinator;
- Plan and organize Summer Vacation Bible Camp and Retreats to Horizons; and,
- Encourage participation at Bethel Horizons Camp.

### KNOWLEDGE/SKILL/ABILITY:

- Love of Christ and love of children
- Ability to write, speak, and teach effectively with children and parents
- Proficiency or ability to become proficient with Office Software (Word, PowerPoint, Excel), Google Docs/Sheets, Constant Contact, Realm, and other software.

### PROFESSIONAL REQUIREMENTS:

- Master in Children, Youth and Family Ministry (preferred), or, Bachelor in Education, Degree in Religious Studies
- Experience working with children in Christian education.

### RELATIONSHIPS:

Reports to:	Lead Pastor
Responsible for:	Children's Choir Director, Nursery Coordinator
Supporting Relationships:	Lead Pastor, Staff, Life Long Learning Team