



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-6th grade) grow closer to Jesus Christ and where families find support and resources for a faith-filled life.

POSITION STATUS:

PART-TIME/FULL-TIME: Full Time

HOURS PER WEEK: 40 hours min

JOB CLASSIFICATION: Exempt

HOURLY/SALARY/OTHER/VOLUNTEER: Salary

BENEFIT ELIGIBILITY: Yes

FUNDING SOURCE: Acct #502

MAJOR RESPONSIBILITIES:

- Model a life inspired by the presence of the Living Lord;
- Shepherd children and families with great love;
- Nurture people into a living relationship with Christ;
- Plan, teach/preach, and lead Bethel Jr. monthly Worship;
- Oversee all aspects of the children's ministry programs, specifically Sunday school, Bethel Jr. Worship, Expedition Ministry (grades 5-6), the Christmas Pageant, Communion Instruction, Bible Distribution, Vacation Bible Camp, Retreats at Horizon, and special events;
- Help develop a vision and a map for faith formation for children birth through 6th grade;
- Working with the Lead Pastor, Life Long Learning Team, teachers, and parents, make curriculum recommendations;
- Train, support, and care for team members and Sunday school teachers;
- Maintain up-to-date lists of teachers, leaders, children, families;
- Assure that attendance records are complete, accurate, and up to date;
- Maintain the system for checking children in and out of Children's Ministry;
- Keep materials and resources for Children's Ministry in adequate supply;
- Follow-up with families and children who are guests or prospective members;
- Prepare annual Children's Ministry budget and oversee the disbursement of funds in collaboration with the Director of Finance;
- Serve as staff representative to Nurturing and Life Long Learning Teams;
- Write LLL and Nurturing Team grants as a part of the annual Bethel Endowment Foundation process;

- Recommend upgrades, improvements, and changes to Children’s Ministry space to provide the most engaging and positive learning environments possible;
- Plan or oversee planning for occasional seasonal activities for children, such as fellowship and fun activities at church and away from church like Trunk or Treat;
- Provide supervision and support for the Nursery Coordinator and nursery staff;
- Provide spiritual support and resources for infant/toddler children and their families;
- Provide supervision and support for the Director of Children’s music staff;
- Plan, organize, and attend Summer Vacation Bible Camp and Retreats to Horizons;
- Other duties as needed.

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:

- ELCA Rostered leader preferred, or
- Master in Children, Youth and Family Ministry, 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