

**JOB TITLE:** Children's Program Coordinator

**JOB SUMMARY:**

The Children's Ministry Director is responsible for creating an environment conducive for children to playfully grow into the knowledge of God's love for them. The Children's Ministry Director will provide oversight and leadership of the children's ministry department and all children's ministry volunteers. In conjunction with the Children, Youth, and Families team, the Children's Ministry Director will collaborate on all aspects of CYF ministry. Our children's ministry is committed to fostering an environment where ALL children feel welcome and safe and where each child has the opportunity to learn and grow.

**RESPONSIBLE TO:** Contributing Director of CYF Ministries

**DESIRABLE QUALIFICATIONS:**

Training and experience:

- College degree, Bachelor of Arts or Science preferred
- Experience and passion in working with children, youth and families
- Experience recruiting, supervising and working with volunteers

**General Knowledge, abilities and skills:**

Excellent interpersonal skills and the ability to connect with church members, guests and colleagues from multiple generations  
Demonstrates good verbal and written communication skills  
Detail oriented  
Able to identify, build relationships with, and recruit volunteers  
Able to work collaboratively in a highly nimble and flexible work environment  
Able to supervise volunteers and staff  
Has a passion for developing ministry opportunities for children, youth and families  
Understands and is comfortable conveying a personal spirituality  
Personally invested in the congregation (i.e., preferably is or becomes a congregation member)  
Knowledge of Lutheran theology and education in the church

**MAJOR FUNCTIONS/TASKS:**

Collaborate weekly (and throughout the planning process) with the CYF team to strategize programming and goals.

Train and support all Elementary volunteers throughout their time with our youth.

Empower parents to connect with the broader mission of Gloria Dei.

Gather curriculum, plan creative delivery methods, communicate the details of each event, and implement plans for Elementary youth ministry including:

- Weekly Sunday School (September-May)
- Milestones for each grade (September-May)
- Vacation Bible School (June)
- "Parental collaboration and tools" events
- Overall Support of other CYF Initiatives

**AS REQUIRED:** Performs any duty, not specifically state, which is assigned by a supervisor and is logically related to the function of Gloria Dei Lutheran Church.

In Compliance with the Americans with Disabilities Act the following represents the Physical/Environmental demands:

In this position a majority of the time is spent sitting as well as walking, lifting and possibly standing. The weight of objects to be lifted, carried, pushed or pulled will range from (0) to (50) pounds. Stair climbing is often necessary. Movements such as stooping and bending may be required: possibly kneeling, crouching, twisting and reaching. Simultaneous use of hand, wrist and fingers are required as well as repetitive movements of both hands. Audio, visual and verbal functions are vital aspects of this position. The majority of the work day is spent indoors with exposure to noise and glare/improper illumination and possibly heights. Consistent attendance is an essential function of this job.

#### ABOUT GLORIA DEI:

Gloria Dei is an ELCA Lutheran Church in Rochester, MN. We are proud of our creative and collaborative spirit to create a supportive, positive environment for families, youth, and individuals to engage in their faith journey.

#### WELCOME STATEMENT

At Gloria Dei, all people are welcome without distinction. We believe the invitation of Jesus was radical and all-inclusive, and we want to be the kind of community that says and does the things Jesus did. In this

faith community, our welcome is wide open:

- Open to people of all colors, backgrounds, and abilities.
- Open to people who are straight, gay, bi, transgender, non-binary, or questioning.
- Open to all generations, young, old, and in between.
- Open to people of all income levels.
- Open to lifelong followers of Jesus, occasional attenders, curious onlookers, people with doubts, and those who don't quite fit the "box".

Our invitation is open to all people because we believe everyone is created in God's image, and that includes you!

Apply Now by emailing a cover letter and resume to [CarolF@gloria-dei.com](mailto:CarolF@gloria-dei.com).