

## Job Title: Children and Family Ministry Coordinator



### New Life Lutheran Church

**We Exist: to grow in faith and make Christ known to all.**

#### OFFICE

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#### Summary:

Working under the supervision of the Pastor, the Children and Family Ministry Coordinator works with the Board of Education to ensure children, Pre-K through Grade 5, have opportunities to increase their knowledge of the Lord and further their relationship with Jesus. While the Board of Education sets the overall direction and curriculum, this position is accountable for the overall Children's Ministry program including but not limited to:

- Providing a safe & welcoming environment.
- Providing academic instruction.
- Education of the Christian faith and a solid connection to the church.
- Enhancement of character development.
- Nurturing individual strengths, weaknesses, and talents.
- Building partnerships with families, and helping to equip parents to teach faith at home.

The Children and Family Ministry Coordinator will consider the position a ministry and represent New Life Lutheran Church as welcoming, inclusive, and caring, with a commitment to personal spiritual growth, and regular worship attendance at New Life.

#### Compensation:

This position is based upon an average hourly rate of 15 hours per week to perform the required duties as outlined in Essential Duties and Responsibilities below.

- Regular instruction and participation during Sunday School and NLLC Children and Family events and provide assistance with the confirmation program.
- Flexible hours available to complete responsibilities. Concessions will be made for vacation time with the understanding that responsibilities will be completed in advance of absence, and substitute replacement lined up.

#### Essential Duties and Responsibilities:

- Execute the Sunday School Program at New Life based upon direction from the Board of Education.
  - Consistent and regular Sunday morning presence is essential.
  - Weekly preparation including curriculum and coordination of supplies.
  - Providing a meaningful greeting to each student.
  - Participation during gathering time.
  - Float, teach or otherwise help out with classes to check in and assist students and teachers during the Sunday Education Hour.
  - Connect with parents of students at their exit.
  - Follow up with those that were absent.
  - Plan and participate in quarterly events for children and families of NLLC (including but not limited to VBS, Christmas Program, etc) with the Board of Education.
  - Recruitment of volunteers to assist with all areas of program scope.
  - Development of new ministry opportunities for children.
  - Work with the pastor to provide vision for Children's Ministry.
  - Recruit new leaders/servants for ministry including teens and adults.

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- Participate in New Life's Council Retreat and other staff development opportunities including flexible staff meetings.
- Other Duties as assigned.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

- At least (1) year experience working with children and their families.
- Experience working in a multiple staff management organization.
- Experience in a church setting with children's ministry.
- Must complete a felony statement/and full background check.
- Must hold current CPR and First Aid and Mandatory Child and Adult Abuse Reporter Training certification or complete certification prior to official start date.

### **Other Skills/Abilities:**

- Understanding of child development.
- Detail oriented.
- Exceptional communication and organizational skills. Ability to communicate effectively with staff and volunteers.
- Excellent team based leadership skills and ability to work in and contribute to the overall team environment.
- Good interpersonal, problem solving, and planning skills.
- Good written and verbal communication skills.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds.

*Interested candidates may forward a resume and cover letter to Pastor Nate Liedtke at [njliedtke@gmail.com](mailto:njliedtke@gmail.com)*