

## Job Title: Children and Family Ministry Coordinator



### New Life Lutheran Church

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

#### OFFICE

4380 Wakonda Drive  
Norwalk, IA 50211

#### PHONE

515-285-5965

#### EMAIL

[newlifelutheranoffice@gmail.com](mailto:newlifelutheranoffice@gmail.com)

#### WEB

[newlifenorwalk.org](http://newlifenorwalk.org)

#### Expectations/Duties

- Coordinate and execute the Sunday School Program at New Life based upon direction from the Board of Education under the supervision of the Lead Pastor
- Recruiting & scheduling teaching & support volunteers
- Create & manage Children's ministry budget
- Communicate regularly and effectively with parents and staff
- Participate in weekly Sunday School hours and worship on a regular basis
- Arrange for substitute if unable to attend Sunday School
- Coordinate and execute Summer Vacation Bible School, Annual Children's Christmas Program and other additional ministry specific events
- Provide a safe, healthy and positive environment for children to learn and grow in faith
- Participate in New Life's Annual Council Retreat and weekly staff meetings
- Assist with confirmation classes on a regular basis

#### Qualifications:

- Lutheran theological grounding
- Degree or accreditation in Administration, Management or Education (preferred)
- Experience in church setting children's ministry
- Positive/energetic attitude that reflects the goals and vision of New Life
- Complete a felony statement/and background check

#### Compensation:

- This is an hourly position
- Based on a average of 15-20 hours per week at \$15-\$20/hour
- Flexible hours as need to complete responsibilities
- As a part-time position, no additional benefits are currently available
- Mileage reimbursement is available at current IRS rates