



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title	Children’s Ministry Director
Classification	Exempt, Full-Time
Team	Family Ministry
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another’s joys and bear one another’s burdens.</p> <p>Service: We value providing for the needs of others in Jesus’ name</p>
Core Purpose	The purpose of the Children’s Ministry Director is to coach families to raise their kids UP with God, IN through Community, and OUT for the World.
Essential Functions	<p>Coaching</p> <ul style="list-style-type: none"> • Pro-actively work with parents to teach them how to respond to their calling as parents at church and in the home through a coaching relationship. • Work with Family Ministry team and Pastoral team to invest in the growth of Prince of Peace Disciples by leveraging specific relationships, developing best practices, and coaching. • Pro-actively work with small group leaders to teach them how to respond to their calling as small group leaders. • Work with Cross + Gen Director to coach kids as they respond to God’s calling to be disciples. <p>Keeping the Promise and Seasons</p> <ul style="list-style-type: none"> • Work with Family Ministry Team and Pastoral Team to assist families in keeping Baptismal promises by facilitating Keeping The Promise events, personal connections, and other ministry resources. • Develop liturgically appropriate content for families with Curriculum Coordinator and Cross + Gen Director. <p>Children’s Ministry Worship and Small Groups</p> <ul style="list-style-type: none"> • Partner with Family Ministry team and Worship Arts team to create and lead on-campus and on-line worship for children. • Work with Curriculum Coordinator and Cross + Gen Director to implement curriculum in large group and small group environments. <p>Small Groups</p> <ul style="list-style-type: none"> • Work with Family Ministry team to recruit, train, and support small group leaders. • Create and maintain small groups with Family Ministry Project Manager.

	<p>Special Events and Camps</p> <ul style="list-style-type: none"> • Work with Family Ministry team and other relevant staff to plan and coordinate special ministry events as needed. • Work with Family Ministry team to provide on-site and online camps such as Vacation Bible School. • Work with Family Ministry team to select and provide camp opportunities in partnership with relevant denominational and parachurch ministries. <p>Communications</p> <ul style="list-style-type: none"> • Work with Communications Team and Curriculum Coordinator to create excellent communications via email and social media. <p>Ministry Support</p> <ul style="list-style-type: none"> • Integrate Children’s Ministry at appropriate age transition, content topics, and service opportunities with other ministry areas at Prince of Peace. • Work with Family Ministry Team to set vision and coordinate programs. • Facilitate activities for kids age 2-18 and groups of 2-100.
Competencies Required	<ul style="list-style-type: none"> • Evidence of coaching experience in a ministry or similar setting. • Excellent written, oral, and digital communication skills. • Ability to direct, guide, and contribute to a team. • Experience with Microsoft Excel, Word, Internet Explorer, Event U, Social Media. • Strong organizational and communication skills. • Demonstrated ability to identify and administer processes and procedures for effective and productive accomplishment of objectives. • Respect for the value of volunteers and confidentiality of information.
Physical Demands	<ul style="list-style-type: none"> • Ability to lift 50lbs. • Ability to be active with young children.
Work Environment	<ul style="list-style-type: none"> • This job mainly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. • This job often includes working outside during the warmer months of the year.
Travel	<ul style="list-style-type: none"> • This position may travel to various local ministry events. • This position may have the opportunity to travel to conferences, mission trips, camps with Family Ministry Team based on need.
Education and Experience Required	<ul style="list-style-type: none"> • 5-7 years of elementary ministry experience.
Education and Experience Preferred	<ul style="list-style-type: none"> • Experience in a large church setting. • Experience leading large groups. • Camping ministry experience.
Additional Eligibility Requirements	<ul style="list-style-type: none"> • N/A
Supervisory Responsibility	Provide oversight to volunteer leaders