

Ascension Lutheran Church, Fond du Lac

901 County Road V Fond du Lac, WI 54935

Position Description: Director of Children & Family Ministries
Reports to: Lead Pastor
Directly Supervises: Not Applicable
Status: 28 hours per week
FLSA: Exempt

Job Summary

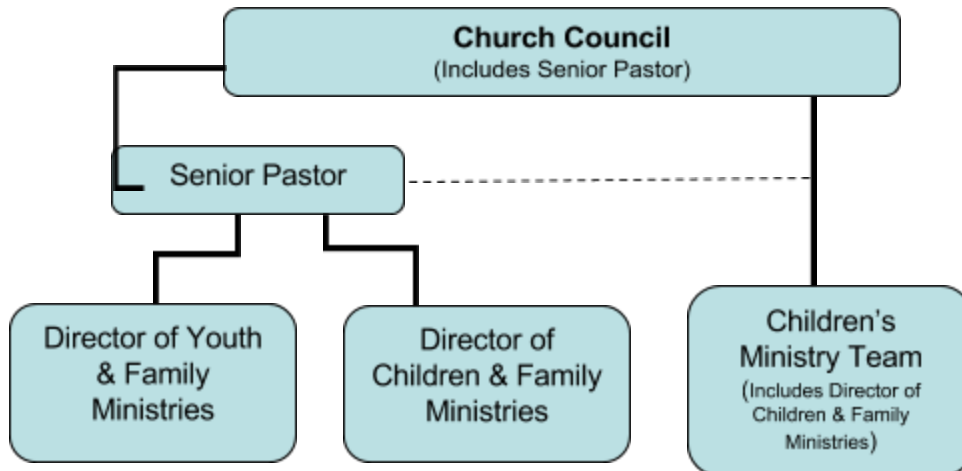
The Director of Children & Family Ministries will serve as the “general contractor” in providing dynamic leadership, oversight and coordination to the structures and strategies that have been implemented in the ministry of Ascension Lutheran Church, to and with its children (Birth – 6th Grade) and their families. **The primary focus of this position is to work in partnership with key volunteers and staff to build, equip, train and empower a team of adults to disciple and shepherd our school children and their families** so each individual and family grows in their faith and commitment to Jesus Christ and His Church. The Director shall at all times, model their commitment to the Ascension Children’s Ministry Mission Statement and Core Values.

Primary Oversight/Coordination Responsibilities:

Children’s Ministry Team (CMT)	Adults, parents or congregation members with a heart for children 6 th grade and younger.
Children’s Education (Sunday School, VBS, Christmas Program, etc.)	Birth-6 th Grade
Community Mission Projects, Fundraisers & Events	Primarily 5 th & 6 th Grade; however not exclusive to this group

----- Solid line: direct report

- - - Dashed line: advisory role



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Essential Functions

Children & Family Ministry:

- Love and pray for the children of Ascension and their families; be a role model to encourage their growth and maturity in their faith.
- Build and work with a team of volunteers (parents and other caring adults) to serve as a Children's Ministry Team (CMT) to provide vision, inspiration, leadership and oversight to our Children's ministry.
- Oversee with the CMT the selection and/or development of education materials that help to achieve our Irreducible Minimums.
- Work with the CMT to oversee the development, coordination and implementation of an array of Children's Ministry programs and events, such as: Sunday School, Vacation Bible School, Christmas Program, Children's Music, etc.
- Work with the CMT to recruit, train, lead, empower, disciple, schedule and provide direction and ongoing support to all volunteers in our Children's ministry.
- Work with the CMT to develop and oversee ministries and programs designed to enhance and encourage families as primary faith educators of their children.
- Work with the CMT to reach out to Ascension children and families who are not strongly connected.
- Work closely with other staff and leaders, specifically those working with the Youth, to create and maintain a unified and coordinated program and calendar.
- Oversee the selection of community projects and publicity for these projects to expand children's understanding of and involvement in God's work throughout the world.
- Work with the CMT to create and oversee policies and procedures to provide a safe, quality environment for children. (This includes implementation, oversight, compliance and ongoing development of our Child Protection Policy.)

Administration & Support:

- Work cooperatively and communicate regularly with those in the Youth & Family Ministries on any family events which involve both age groups, and create and maintain a unified and coordinated program and calendar.
- Develop, submit and be accountable for the Children & Family Ministries' budget and expenditures.

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- Oversee and coordinate (with CMT assistance) the work to prepare monthly articles for the church newsletter and to provide input for the Sunday bulletin as appropriate.
- Coordinate with the Office Manager to assure all Children & Family Ministries events are posted on the church calendar.
- Maintain 16-20 regularly scheduled on-site office hours while keeping office staff informed how you can be reached when not at Ascension.
- Schedule 2-4 hours “balcony time” [Do not disturb: I’m working.] weekly, to ensure adequate time for planning the upcoming week's priorities.
- Participate in weekly staff meetings.

Minimum Qualifications:

Education

- Minimum of 2 years’ education beyond High School.
- Education, training and/or experience in Youth/Children’s Ministry preferred.

Experience

- A personal commitment to Jesus Christ and His Church
- Strong leadership skills
- Effective communication skills – both written and oral – with children and parents
- Basic computer skills and an ability and willingness to expand them

Physical Requirements:

- Ability to interact with children
- Ability to lift 50 pounds

Core Competencies: (listed alphabetically)

- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his/her very presence; demonstrates appropriate and boundaried expressions of care.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

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- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, visions, values and beliefs.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy, authentic and able to maintain confidentiality; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; share credit for success with others; takes responsibility for his/her part in team failures.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.