

# Job Description: Children's Outreach and Ministry Coordinator

## Peace Lutheran Church in Tacoma, WA

### June 2016

#### Job Summary

The Children's Outreach and Ministry Coordinator is a part-time position called by Peace Lutheran Church to develop \*children's ministry at Peace Lutheran Church, reach out to children and families from the neighborhood and Peace Community Center programs, coordinate children's ministries, publicize all activities, build relationships of caring and support with children and parents/guardians, and recruit caring persons to be involved in the lives of children.

\* Peace Lutheran Church defines "children" as birth through 4<sup>th</sup> grade

#### Job Details

- **Vision:** Develop a plan to carry out the vision for children's ministry with the Director of Children, Youth, and Family Ministry and Pastor.
  - Ensure all children's activities support the vision for children's ministry
  
- **Outreach:** Plan, lead, and implement a children's outreach strategy through teamwork and partnership with the Director of Children, Youth, and Family Ministry, Vision and Call Fellow, Sunday School Superintendent, and Pastor.
  - Invite into participation children and families who are members and/or visitors to Peace, live in the Hilltop neighborhood, or participate in Peace Community Center programs.
  - Be actively engaged in neighborhood immersion and intentional visitation with children and families.
  - Utilize all means of communication necessary to invite children to attend all activities.
  - Maintain a database of contact information and track participation in all activities.
  - Be intentional and persistent in follow up with children and parents/guardians to encourage consistent attendance.
  - Seek to address all barriers to consistent participation (e.g. transportation, finances, family struggles).
  - Engage the congregation to join the outreach effort.
  
- **Coordination:** Coordinate (but do not lead) children's activities, delegating responsibility and ensuring that leaders are in place and have the supplies, resources, and support needed to be successful in ministry. Activities include but are not limited to the following:
  - Children's Sunday School
  - Children's Worship Time
  - Pew Pals
  - Angel Choir
  - Kids at Peace Weeknight Faith Program
  - Community Outreach Events/Family Nights
  - Vacation Bible School (Summer Bible Adventure)
  - Summer Elementary Academy Bible Study

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- **Communication:** Promote children's activities using written and oral expression.
  - Lead publicity efforts for children's activities including Sunday announcements (for Church community), neighborhood fliers (for Hilltop community), and promotion of children's activities to Peace Community Center families
  - Communicate with parents/guardians the scheduled activities and expectations in a clear and timely manner
- **Relationship-building and Care:** Develop relationships with children and parents/guardians of listening, caring, and compassionate manner, and share regularly with the Pastor any pastoral care concerns.
  - Make phone calls, send emails or cards, and make visits to families at home, when appropriate
  - Ensure that children's activities establish loving expectations for involvement of children and parents/guardians to help build disciples as well as ensure all are welcome
- **Recruitment and Support:** Work with supervisor to develop volunteer job descriptions and recruit, train, support, and encourage a team of leaders and helpers from the congregation and community to serve in children's ministry.
  - Encourage participation of the congregation in children's activities and in caring relationships with children and families in our community
  - Ensure all children's activity leaders and helpers follow church protection policies
  - Ensure written parent/guardian permission is obtained for activities as needed
- **Teamwork and Partnership:** Work closely with the Director of Children, Youth, and Family Ministry, Vision and Call Fellow, Sunday School Superintendent, Pastor, and Education Chair on Council.
  - Partner closely with Peace Community Center staff and volunteers relating to children
  - Work collaboratively with staff and volunteers
- **Meetings:** Meet regularly with supervisor. Attend staff and planning meetings as appropriate.
- **Perform other duties as assigned by supervisor**

#### Job Expectations

- Report to the Director of Children, Youth, and Family Minister who is the supervisor
- Work approximately 15 to 20 hours per week. The Church calendar will guide activity schedule and will require work day flexibility
- Become a member of Peace Lutheran Church, active in worship and congregational life
- Submit to a state and federal security background check and credit history check
- Submit to a driving exam required for insurance compliance
- Drive Church van

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## **Job Expectations: Performance Evaluations**

- 3 month review with supervisor, Pastor, and Council Representative
- 6 month review with supervisor and Executive Council
- Annual Review with supervisor, Council representative(s) and solicited written evaluations from congregation members

## **Candidate Qualities Expected**

- Person of faith in God compatible with the Evangelical Lutheran Church in America
- Heart for ministry with children and families
- Ability to connect with, reach out to and invite children, parents/guardians, and families
- Respects and celebrates diversity
- Encourages children, parents/guardians and families to use their God-given gifts to serve God
- Demonstrates a passion for service in an urban setting
- Demonstrates an understanding of and competence in sensitive economic, ethnic/race and religious differences and issues

## **Candidate Experience Required**

- High School diploma or GED
- 3 years working with children at an elementary age
- Effective communicator; ability to communicate in written and verbal capacity
- Be organized and efficient; using time management skills
- Proficient with current version of Microsoft office tools; WORD, PowerPoint, Excel etc.
- Be First Aid and CPR certified or ability to obtain certification within first 30 days of employment

## **Candidate Experience Desired**

- Some college level education in Early Childhood curriculum
- Some job related experience in urban ministry

## **Application Process**

Please submit cover letter, resume, and 1 page statement of faith by priority deadline July 10 to [peacelutheran2106@gmail.com](mailto:peacelutheran2106@gmail.com) or address below:

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