

# **Job Description: Children's Faith Formation Coordinator**

## **Peace Lutheran Church in Tacoma, WA**

### **Job Summary**

The Children's Faith Formation Coordinator is a part-time position called by Peace Lutheran Church to strengthen children's\* faith formation at Peace Lutheran Church, build supportive relationships 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 4th grade.

### **Job Details**

- **Vision:** Develop a plan to carry out the vision for children's faith formation with the Director of Children, Youth, and Family Ministry and Pastor with particular attention to Sunday mornings.
  - Ensure all children's ministry opportunities support the vision for children's ministry.
- **Coordination:** Coordinate (but not necessarily lead) Sunday children's ministry opportunities, delegating responsibility and ensuring that leaders are in place and have the supplies, resources, and support needed to be successful in ministry. Monitor the Google teacher/leader rotation scheduling documents. Opportunities include but are not limited to the following:
  - Godly Play (Children's Sunday School)
  - Children's Worship Time
  - Pew Pals
  - Angel Choir
- **Communication:** Promote Sunday children's ministry opportunities using written and oral expression.
  - Lead publicity efforts for Sunday children's opportunities including Sunday announcements (for Church community), neighborhood fliers (for Hilltop community), and promotion of Sunday children's activities to Peace Community Center families.
  - Communicate with parents/guardians scheduled activities and expectations in a clear and timely manner.
- **Relationship-building and Care:** Develop relationships with children and parents/guardians with a listening, caring, and compassionate manner, and share regularly with the Pastor any pastoral care concerns.
  - Make phone calls, send emails, texts, or cards, and make visits to families at home, when appropriate.
  - Conduct intentional and persistent follow up with children and parents/guardians to encourage consistent participation, especially with those absent for periods of time from Sunday children's ministry opportunities.
  - Ensure Sunday children's ministry opportunities 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 to serve.
  - Encourage participation of the congregation in children's ministry and in caring relationships with children and families in our community.
  - Ensure all Sunday children's ministry leaders and helpers follow church protection policies.
  - Ensure written parent/guardian permission is obtained for ministry opportunities as needed.

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- **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.
  - Work collaboratively with staff and volunteers.
- **Meetings:**
  - Lead regular team meetings of Sunday children's ministry leaders, including Director of Children, Youth, and Family Ministry (and Pastor, when worship-related).
  - Meet regularly with Supervisor.
  - Attend staff and planning meetings as appropriate.
- **Duties as Assigned by Supervisor**

### **Job Expectations**

- Report to the Director of Children, Youth, and Family Minister who is the Supervisor
- Work an average of 5 hours per week. Regular work week includes 9:30 am – 12:30 pm on Sundays and 2 flex hours of prep/planning time during the week.
- 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.

### **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**

- Is a person of faith in God; compatible with the Evangelical Lutheran Church in America
- Has a heart for ministry with children and families
- Possesses 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

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**Candidate Experience Required**

- High school diploma or GED
- 3 years of experience working with children at an elementary age
- Effective communication: ability to communicate in written and verbal capacity
- Organized and efficient with good time management skills
- Proficient with current version of Microsoft office tools: WORD, PowerPoint, Excel etc.
- 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 Education or related field
- Some training or experience in children's faith formation
- Some job related experience in urban ministry