

# Children's Minister

## POSITION SPECIFICATIONS

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Location	Peace Lutheran Church in Tacoma, Washington
Reports to	Pastor
Position Type	Part-time hourly (average 6 hours/week – see estimated weekly hours calendar near end of this job description)
Compensation	\$22-24/hour (depending on experience)
Website	<a href="http://www.peacelutherantacoma.org">www.peacelutherantacoma.org</a>

## SUMMARY

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The Children's Minister is a part-time position called by Peace Lutheran Church (PLC) to strengthen faith formation of children at Peace Lutheran Church and our Hilltop community, build caring and supportive relationships with children and parents/guardians, and encourage living faith and service in community. Peace Lutheran Church defines "children" as birth through 5th grade.

## POSITION DETAILS

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- **Vision and Point of Contact:** Carry the vision of Peace Lutheran Church for children's ministry and be the point of contact for children and parents/guardians about children's ministry. Maintain a roster with current contact information for children and parents/guardians connected to Peace Lutheran Church.
- **Relationship-building and Care:** Develop relationships with children and parents/guardians in a listening, caring, and compassionate manner, and share regularly with the Pastor any pastoral care concerns.
- **Sunday Children's Ministry:**
  - Maintain Sunday children's ministry schedule and leader roster, ensuring that leaders have the supplies, resources, and support needed to be successful in ministry.
  - Serve in a direct children's ministry role/capacity with children on Sundays assisting children's ministry volunteer leaders with Godly Play, Explorers, and Children's Worship Time. (average 3 hours per week)
- **Children's Ministry Committee:** Actively serve on the Children's Ministry Committee, a team of leaders which plans, coordinates, recruits and schedules leaders, and carries out the work of children's ministry at Peace Lutheran Church, facilitated and led by the Children's Ministry Committee Chairperson.
- **Special Children's Ministry Events:** Serve at special seasonal events for children and families, including Lenten Wednesday evening children's and intergenerational activities, Easter Eggstravaganza, Summer Bible Adventure, Peace at the Park, Fall Harvest Fest, Christmas Brunch, and Children's Christmas Eve Worship.
- **Teamwork and Partnership:** Work with the Pastor, Director of Community Engagement & Outreach, Children's Ministry Committee Chairperson, Council Education chairperson, and other ministry leaders and helpers to encourage children's involvement within the life of the church and community. Attend relevant meetings.

- **Ensure Child Safety:** Read, understand, and follow the Children, Youth, and Vulnerable Adult Protection Policies and Procedures. Ensure all volunteers read, understand, and follow these protection policies and procedures. Bring concerns and questions to the Pastor. Child safety, and the safety and integrity of our staff and volunteers, is paramount.
- **Provide Communication:** Responsible for promoting children's ministry opportunities with parents/guardians and families of Peace and the Hilltop community, inviting children and families into participation, and providing monthly children's ministry updates during worship.
- **Nursery:** Provide support and supervision to Nursery and Nursery Attendant.
- **Anti-Racist Leadership:** Working with the Children's Ministry Committee Chairperson, ensure children's ministry is regularly reviewed through an equity lens using Peace Lutheran Church's Anti-Racism Toolkit.

## **JOB EXPECTATIONS**

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- Report to the Pastor who is the Children's Minister's Supervisor
- Work an average of 6 hours per week. Regular work week includes participation in church on Sunday (9:30 am to 12:30 pm, average 3 hours per week), with one Sunday off per month. Position includes four weeks of unpaid time off in the month of August.
- 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.

## **CANDIDATE QUALITIES EXPECTED**

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- Person of faith in God compatible with the values of the Evangelical Lutheran Church in America and Peace Lutheran Church's mission, vision, values, and foundational commitment to anti-racism.
- Possess ability to connect with, reach out, and invite children, parents/guardians, and families.
- Have passion and ability to develop meaningful relationships with Peace children centered on care, faith formation, and growth.
- Respect and celebrate diversity.
- Encourage children and families to use their God-given gifts to serve God and their community.
- Willingness to lean into and engage in topics related to cultural humility, anti-racism, and systems of oppression, with an understanding of how these topics are an important part of living out our Christian faith and our theology.
- Demonstrate an understanding of, competence in, and desire to continue to learn navigating economic, racial/ethnic and religious differences and a desire to deepen understanding of institutional racism for oneself and others through study, collective discussion, and trainings.

## **CANDIDATE EXPERIENCE REQUIRED**

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- 2 years of experience working with children
- 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

## APPLICATION PROCESS

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- Applicants must submit cover letter and resume to [plcjobs@peacetacoma.org](mailto:plcjobs@peacetacoma.org).
- Provide references upon request.
- Qualified candidates will be interviewed on a rolling basis until the position is filled.
- Priority Deadline: October 10, 2025

## PLC MISSION, VALUES, VISION, WELCOME, AND ANTI-RACISM STATEMENTS

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- **Mission Statement:** Compelled by the love of God and our faith in Jesus Christ, Peace Lutheran Church, a diverse people of faith, in partnership with Peace Community Center, seeks to realize God's dream for the world through worship, learning, giving, and serving.
- **Core Values:** Courage, Diversity, Community, and Justice
- **Vision Statement:** We believe God's vision for Peace is to be a diverse community of faith in the Hilltop where all are welcome - a community that is Spirit-filled, compassionate, healthy, reconciled, and just.
- **Welcome Statement:** All are welcome at Peace! We are a diverse community of welcome for people of all ethnic and cultural heritages, ages and generations, educational and financial backgrounds, gender identities and sexual orientations, spiritual and religious preferences, gifts and abilities! Centered in Jesus and his love, we believe that every human being is created in the image of God, whose Spirit gathers us into one community of faith in our Hilltop neighborhood. You are a blessing to Peace! We welcome your presence, your voice, your gifts, your service, your leadership, and our shared life together in community!
- **Anti-Racism Foundational Statement:** Peace Lutheran Church is committed to understanding, addressing, and dismantling racism inside ourselves, our Hilltop community, and our congregation as a fundamental way in which we live out our Christian faith and seek to love our neighbors. This is a commitment of our congregation as a whole and of the individual members of our worshiping community. This is a faith journey of learning, accountability, and grace.  
**See [Future Directions document](#).**

## PLC VISION FOR CHILDREN'S MINISTRY

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The vision for Children's Ministry at Peace Lutheran Church is that children and families of all backgrounds and walks of life...

- feel welcome, safe, and loved;
- encounter and experience the wonder and love of God in Jesus through regular worship, dynamic Bible stories, engaging prayer, and caring relationships;
- learn and grow in faith surrounded by gracious and welcoming community;
- discover their God-given gifts; and
- use their gifts to serve God, the church, the neighborhood, and the world.

We center and celebrate children; create opportunities for children to give and serve in worship, the life of the church, and the larger community; equip families to pass on faith at home; and encourage our church to open our arms and to receive the gifts children offer.

## MINISTRY CONTEXT

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Peace Lutheran Church is a diverse congregation in the heart of the Hilltop neighborhood of Tacoma. We seek to reflect the ethnic, generational, socioeconomic, and cultural diversity of the Hilltop community. We work alongside the Peace Community Center to serve the neighborhood, providing much-needed spiritual, physical, and personal development support services to Hilltop children, youth, and families. We meet our neighbors through relational ministries of worship, children's and family events, community meals, housing, and resources and find God's blessing and transformation in shared community.

## **IMAGINE SERVING IN THIS ROLE**

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To help you imagine yourself in this role, reflect on the following questions:

- Is God's message of love in the Bible and faith in God/Jesus important to me?
- Do I have faith in God, and am I willing to communicate that faith with a diverse group of children and families?
- Do I enjoy being with children and participating in meaningful and fun opportunities with them?
- Am I a team player committed to serving with others in children's ministry?
- Am I willing to be persistent in communication and invitation to children and parents/guardians to participate in children's activities?
- Am I open to receive training, mentoring, feedback, and suggestions for growth and improvement?

## **ESTIMATED AVERAGE WORK HOURS YEAR-ROUND**

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- January – 5 hours/week
- February – 5 hours/week
- March – 10 hours/week (during 6 weeks of season of Lent)
- April – 10 hours/week (during 6 weeks of season of Lent), 5 hours/week after Lent
- May – 5 hours/week
- June – 5 hours/week
- July – 5 hours/week
- August – first days of August 10 hours (Summer Bible Adventure); last four weeks of August off
- September – 5 hours/week
- October – 5 hours/week
- November – 5 hours/week
- December – one week 10 hours (Children's Christmas Program), rest of December 5 hours/week