

**Our Saviour's Lutheran Church
East Bethel, Minnesota**

Position Title: Children Ministry Coordinator	
Exempt/Nonexempt: Nonexempt	Hours per week: 20 (Part-time)
Reports To: Children, Youth & Family Innovator	

Job Summary:
As part of the OSLC CYF team, the **Children Ministry Coordinator** will be the in-person leader for infants through 5th grade, including Sunday mornings, programs and events.

Essential Duties

Lead ministries for infants through 5 th grade Sunday mornings and for events that the CYF Innovator sets forward as part of the vision of CYF ministries for OSLC.
Be the relational connections for children at OSLC.
In connection with the CYF Innovator, recruit, equip and train leaders, parents and the congregation in areas related to children's ministry.
Advocate for and have awareness of children and youth in the OSLC community
Partner with the CYF Innovator to enable children to be an engaged and visible presence in the worship life and community life of Our Saviour's.
Be the connection for children's ministry for the faith community and community at large.
Work with the pastors, CYF team, and ERT (Emergency Response Team) to update and uphold the OSLC Child & Youth Protection Policy.

Administrative Tasks:

Ensure completion of administration for children's ministry including registration and communications.
Coordinate with CYF Innovator and the Children's Ministry Team to schedule and administrate fundraising events.
With CYF Innovator, monitor the Children's Ministry budget in cooperation with council, finance staff and committees.
Maintain all children's ministry communications (i.e. email, website, social media and print).
In coordination with the OSLC staff, complete background checks of volunteers working directly with children and youth.
Work with OSLC office administration team to maintain children contact information in the church's database system.

General assignments

Responsible for adhering to staff covenant
Attend weekly staff meetings
Attend other meetings, as needed or requested
Continue to grow in faith and ministry knowledge
Other duties, as assigned

Qualifications:

- Commitment to faith
 - Possess a personal piety which encompasses an authentic walk with Christ
 - Understand and support the mission of the ELCA
- Interpersonal Skills
 - Able to communicate with warmth, respect, and professionalism across generations

- Must be a diplomatic, friendly, positive, and helpful representative of Our Saviour's Lutheran Church
- Work Skills
 - Self-motivated and strong organization skills
- Openness to Feedback
 - Ability to invite and accept feedback, as well as give constructive feedback in love
- Communication Skills
 - Strong written and verbal communication skills (e.g. email, social media, texting, phoning)
- Flexibility
 - Able to work flexible hours, including Sunday mornings during program year

Our Saviour's Lutheran Church, ELCA
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