

**Lord of Life Lutheran Church - ELCA**  
**Ramsey, Minnesota**  
**Staff Position Job Description**

Position Title: Children's Minister for Education, Music and Worship Arts

Reports To: This position is administratively supervised by the Senior Pastor and Director of Operations and Administration, and practically supervised by the Associate Pastor for Faith Formation. Periodic reviews will be completed by the Associate Pastor for Faith Formation.

Hours/Days of Week Worked: This position is part-time, 20 hours per week. Sundays and Wednesdays are a must, along with some office hours. Weekend retreats, an occasional overnight (lock-in or similar), and summer camp participation may also be required for this position.

Function/Purpose: The Children's Minister will lead and support the faith formation journey of Lord of Life worshippers from birth to 6<sup>th</sup> grade, and their parent(s). This person will work in partnership with and under the direct supervision of the Associate Pastor for Faith Formation. This person will work in partnership with the Children's Minister for Engagement and Education. This means that this person will work collaboratively to plan, coordinate, promote, implement and administer programs and ministries in the areas of faith formation for children ages birth to 6<sup>th</sup> grade, and occasionally between generations, and will participate in the total life of the church.

Scope and Focus: The Children's Minister is responsible for the Lord of Life Faith Formation programming encompassing birth through to 6<sup>th</sup> grade, with extra attention to music, drama, and the arts.

Essential Functions:

1. With the Associate Pastor for Faith Formation, establish and implement goals--and corresponding ministries and programs—for the faith formation of children that both reflect a Lutheran understanding of Scripture, doctrine, and worship and provide opportunities for congregational engagement and spiritual growth.
2. Lead the Children's Ministry Team in creating, developing, implementing and maintaining an ongoing ministry for children birth to 6th grade that involves worship, discipleship, community and mission.
3. Develop meaningful and positive relationships with parents of infants and children, and the children themselves
4. Recruit and support parents and other invested adults to serve on the Children's Ministry Team.
5. Recruit, equip and support lay leaders for all aspects of worship and non-worship arts in children's ministry.
6. Provide leadership in the development and management of the children's ministry budgets and expenditures.
7. Maintain consistent and regular communication with the congregation, especially parents of children, about all aspects of children's ministry.

8. Create and maintain a children's ministry calendar of all events and activities.
9. Work collaboratively alongside the Children's Minister for Engagement and Education to facilitate and support Christian educational growth, worship participation and Biblical understanding, and congregational involvement for all children.
10. Work with other staff to provide childcare for events, as-needed.
11. Provide encouragement and "pastoral care" to children and their families, including hospital visitation when appropriate.
12. Develop new opportunities/programming for Christian arts engagement (i.e. Children's Choirs—vocal and instrumental, drama, etc)
13. Collaborate with other staff to ensure programming coordination of children, youth, and adult ministries.
14. Participate in staff meetings, new member orientation, and other meetings as agreed upon with the Senior Pastor
15. Serve as a staff liaison for various teams, committees, or small groups related to—but not limited to—children's ministries.
16. Encourage service ministries and outdoor ministry participation
17. Nurture one's own spiritual formation and professional development through regular worship, study, preparation, and continuing education opportunities.
18. Successful completion of any and all other duties as assigned

#### Qualities of a Children's Minister at Lord of Life:

- Deep Christian faith
- Strong Lutheran background, which includes basic understanding of Lutheran history, traditions, and theology
- Ability to connect with people of all ages, especially with parents
- Ability to inspire growing participation in existing opportunities and/or programming and participation in new opportunities and/or programming
- Ability to recruit, empower and inspire volunteers (i.e. SS teachers, young musicians and soloists, Musical Production Camp, etc)
- Creativity and Initiative with a high level of energy
- Positivity and encouraging behavior, and the ability to foster that in others
- Ability to lead by example
- Love children and love working with children
- Good organizational, time management and program administrative skills
- Team-player – able to work closely with others
- Flexibility and adaptability – able to quickly "roll with the punches" or changes
- Good verbal and written communicator
- Demonstrated basic knowledge of child development and education
- Basic computer skills
- Successful completion of background check, and any children's protective training offered

**To apply, please send cover letter and resume to Michelle Anderson at [MichelleA@lol.org](mailto:MichelleA@lol.org) or at 14501 Nowthen Blvd, Ramsey, MN 55303. Call 763.427.1100 x128 with questions.**