

**Children's Ministries Coordinator**  
**OUR SAVIOUR'S LUTHERAN CHURCH OF STANWOOD**

OSLC Mission Statement:

Encountering God; Encouraging believers; Extending the Kingdom

Job Title: Children's Ministries Coordinator

Reports to: Director of Student and Family Ministries

Hours: Part Time – 10-15 hours/week Flexible based on church activities

Hourly: \$25/hour

Position Description:

Reporting to the Director of Student and Family Ministries, the Children Ministries Coordinator is responsible for coordinating activities for children ages pre-K through 5th grade including Sunday mornings, Tuesday evenings, and Vacation Bible School. The position will lead volunteers to implement a vibrant children's program to enable Our Saviours to reach, disciple, and inspire children to grow in their faith.

General Responsibilities:

Children's Christian Development

- Plan, coordinate, and build upon the curriculum for the children's weekly programming (Tuesday evenings and Sunday mornings) and Vacation Bible School.
- Recruit, organize, and empower volunteers to help lead weekly children's activities.
- Ensure compliance to all policies and procedures related to safety and security of children including the vetting of volunteers.
- Facilitate planning and execution of family events (annual and quarterly).
- Assess and identify the needs of all children within the church family and larger community to which the church ministers.
- Ensure that the children ministries are providing biblical instruction in agreement with the mission and philosophy of the church.

Member, Visitor, and Community Relationship

- Work to welcome and integrate existing church members and visitors into children's ministries and the broader life of the church.
- Provide communication for families, the congregation, and the community through newsletters, newspapers, social media, church website, etc., in conjunction with the administrative arm of the church.
- Serve as a source of spiritual support to children, families, volunteers, and staff.
- Model spiritual vitality and accountability.

General Administration:

- Regularly meet with the Director of Student and Family Ministries for planning.
- Implement student registration, program management, and security policies and practices in support of weekly services, events, and activities.

- Maintain and enforce all policies related to safe environments including, but not limited to background checks, preventing harassment, privacy, and confidentiality, and the like.
- Perform all other duties as needed, required, or directed.

#### Qualifications:

The qualifications listed below represent the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

A minimum of 2 years of experience working with children and families in a Christian environment, social services, or education.

#### Core Competencies:

- Commitment to the mission and beliefs of OSLC.
- Have a passion for serving children and their families.
- Able to pursue creative approaches for all aspects of children's ministry.
- Ability to be flexible due to changing schedule and varying work hours and days.
- Volunteer management and recruitment.
- Strong communication, organization, and leadership skills.
- Exceptional planning, time management, and organizational skills.
- Ability to engage in effective conflict resolution; Listens to others; Open to constructive criticism and willing to try new things.
- Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Musically abilities a plus.

#### Additional Requirements:

- Current driver's license with satisfactory driving record
- At least three references
- Must submit to being fingerprinted
- Must pass WSP background check

To apply send cover letter and resume to: [office@oslstanwood.org](mailto:office@oslstanwood.org) with "Children's Ministries Coordinator" in the subject line.