

Fjeldberg Lutheran Church
Kids Ministry Coordinator

JOB OBJECTIVE: The Kids Coordinator is responsible for the overall ministry plan for pre-K to 6th Grade children and youth. This individual will work with the Family, Formation, and Education Committee, Family Ministry Team, and Pastor to develop an annual ministry plan. This individual will teach some of the outlined ministries but also has the option to work with others to develop volunteer leaders to assist where needed.

REPORTING STRUCTURE: Pastor

ESSENTIAL DUTIES

- Live out Fjeldberg's mission
- Sunday School (pre-K to 2nd grade) Curriculum Selection/Leadership
 - Schedule, supervise, and equip Sunday School Leaders
 - Lead or assign large group openings for pre-k to 2nd grade
 - Work with Family, Formation, and Education Committee to schedule yearly Sunday School Calendar
 - Group Sunday School service projects
- Schedule and plan special Children's Events
 - Rally Sunday
 - Children's Christmas Program
- Invite pre-k to 6th-grade youth periodically to help with parts of worship

- Wednesday Children and Youth Ministry Development
 - 3rd to 6th Grade
 - Develop ministry opportunities for children 3rd through 6th Grade
 - Teach or schedule leaders for 3rd through 6th Grade
 - Create a yearly education plan

- Work with Family, Formation, and Education Committee to plan for Preschool through 6th Grade Milestones, such as:
 - Giving of 3-Year-Old and 3rd Grade Bibles
 - Baptismal Gifts
 - Working with pastor to plan for Communion Class

- Communicate with parents across the various age groups about ministry activities
- Establish and implement orientation procedures for all Kids ministry volunteers
- Active on the Family, Formation, and Education Committee



Pastor: Rev. Tim Jacobsen
Email: tim@fjeldberglutheran.org
Church Email: fjeldberg@fjeldberglutheran.org

HOURS

10 hours a week

ADDITIONAL DUTIES

- Help plan, schedule and support VBS
- All other duties as assigned and agreed upon

POSITION QUALIFICATIONS

- Highly organized to manage various levels of education
- Passionate about faith growth
- Excellent verbal and written communication skills with persons of all ages
- Patient, welcoming, and hospitable personality
- General knowledge of basic office equipment
- Ability to work with many different personalities
- Able to recruit and maintain a group of strong volunteers
- Openness to change as the congregation needs to evolve

Salary Range

\$21-\$25/hr based on experience