

**Good Shepherd Lutheran Church  
Decorah, Iowa**

**Interim Children's Ministry Coordinator**

Exempt/Nonexempt: Exempt | Hours per week: 5 (Part-time)/ 20 hrs. a month

Reports To: Pastor

**Job Summary:**

The **Children's Ministry Coordinator** will oversee Good Shepherd's TK-6th grade Sunday School program, the annual SS Christmas program, and Vacation Bible School; they will also collaborate with the Interim Youth Coordinator to plan monthly youth and family events.

**Essential Duties**

Serve as the primary children's ministry connection point for the GS congregation and community

Oversee and participate in leadership of ministries for infants through 6<sup>th</sup> grade on Sunday mornings, including serving as a co-lead or substitute lead teacher as needed

Collaborate on youth and family programming, in partnership with the Interim Youth Coordinator and the GS Education Committee

In collaboration with the pastor, 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 GSLC community

Partner with the pastor to enable children to be an engaged and visible presence in the worship life and community life of GSLC

Work with the pastor, Education Committee, and HR Committee to create and update and uphold the GSLC Child & Youth Protection Policy.

**Administrative Tasks:**

Collaborate with Ministry and Communications Coordinator to ensure regular and timely communication with congregation, children, and families

Maintain registrations, volunteer lists, curriculum and supply needs, and other essential program resources

Work with GSLC office administration team to maintain children contact information in the church's database system.

Monitor the Children's Ministry budget in cooperation with the pastor, church council, and Education Committee.

Recruit short and long term volunteers for children's programming

In coordination with the GSLC staff, complete background checks of volunteers working directly with children.

### **General assignments**

Responsible for adhering to staff covenant
Attend staff meetings
Attend monthly Education Committee meetings
Continue to grow in faith and ministry knowledge
Other duties, as assigned

### **Qualifications:**

- Commitment to faith
  - 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 Good Shepherd 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

**To apply or learn more, email a letter of interest and resume to:**

[office@goodshepherddecorah.org](mailto:office@goodshepherddecorah.org)