

*As a family of God rooted in authentic relationships, Living Hope is:  
growing DEEPER in faith...growing STRONGER in community...going WIDER in mission*

**Children's Ministry Coordinator  
Living Hope Lutheran Church**

**PURPOSE/ GOAL OF POSITION**

The Children's Ministry Coordinator supports activities related to faith formation with children (preschool – 5<sup>th</sup> grade) at Living Hope Lutheran Church (Saukville).

**EXPECTATIONS**

1. Ability and willingness to share faith with people of all ages
2. Shares the vision of Living Hope Lutheran Church
3. Attend worship regularly and staff meetings and/or council meetings as needed
4. Education and/or experience in Christian Education

**SPECIFIC DUTIES**

1. Reports to Pastor, with oversight by the Church Council;
2. Coordinate\* Sunday School Program (September – May)
  - a. Build relationships with children and parents
  - b. Recruit and support teachers
  - c. Help select curriculum with the Pastor
  - d. manage Sunday School records related to enrollment and attendance
  - e. Communicate with families, teachers and volunteers, Pastor, and church staff
  - f. Oversee Sunday morning educational hour as needed
  - g. Organize annual events with Pastor and church staff (i.e.: Rally Day, teacher appreciation day)
3. Coordinate\* VBS Program (summer)
  - a. Select curriculum with the Pastor
  - b. Promote the event in the congregation and community
  - c. Manage registration and budget
  - d. Recruit and train volunteers
  - e. Lead VBS event in partnership with volunteers and staff
4. Support two Living Hope-Here We Grow family events per year (currently Trunk or Treat in October and Easter Egg Hunt in March or April)
5. Help with communicating/advertising programs & events

\*Salary is \$1,000/year based on approx. 100 hrs/year at \$10/hr.

\**Coordination*\* includes visioning, planning, and implementing programs and events.

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Children's Ministry Coordinator

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Church Council President