

Coordinator of Children and Family Ministry Ministry Description

To help inspire and empower children, youth and families to learn, serve, and grow in the Christian faith and to experience and share God's love in their daily lives. To equip and support families in ways that help them nurture a strong Christian faith.

- A. Areas of Ministry:** Oversee and coordinate Kure Memorial Lutheran Church's ministry to children, youth and families including, but not limited to the following areas:
- a. Sunday School
 - i. Schedule teachers for preschool and elementary age groups
 - ii. Coordinate lessons and assist with choosing curriculum
 - b. Children (grades K-5)
 - i. Initially activities once per month – to possibly grow to once per week
 - c. Families with children of all ages
 - i. Quarterly activities
 - d. Vacation Bible School/Day Camp
 - i. Coordinate volunteers and programs with Pastor
 - e. Work with others to plan intergenerational events with the entire congregation as time allows
 - i. Facilitate activities for children during these events
 - f. Communicate effectively with the congregation through various channels (website, email, social media, newsletter, worship bulletins, letters, postcards, text reminders, verbally, phone calls, etc.)
 - g. Share children's message in worship once per month
 - h. The children's ministry team will help with brainstorming, planning, setting up and facilitating children/youth/family events
 - i. Recruit and train adult leaders as needed for these ministries
 - j. Youth (grades 6-12)
 - i. Children aging in and recruitment opportunity to grow to weekly, with additional activities, retreats, service projects and mission trips
- B. Time Anticipated:** 30-40 hours per month with the possibility of growing into more time required as the ministry grows. Additional hours required the month of VBS.
- C. Qualifications:**
- a. College degree: preferred, but not required
 - b. What we do require is:
 - i. Joyfully, exuberant, flexible and highly motivated person to be a positive influence on the children and families in our congregation
 - ii. Experience in a ministry setting and/or experience working with children and youth in a professional setting
 - iii. A passion for ministry with children, youth and families
 - iv. A strong desire to learn and grow in the Christian faith
 - v. An ability to effectively communicate with children, youth and adults of all ages and enjoy being with them
 - vi. A sense of creativity
 - vii. A willingness to grow in your role as a leader and a servant with us

D. Responsibilities and expectations:

- a. Develop relationships with children, youth, families and adults of Kure Memorial Lutheran Church
- b. Nurture a safe environment for all
- c. Be a self-starter and self-motivated
- d. Be a team player, willing to work in a collaborative manner with staff, youth ministry teams and volunteers
- e. Recruit, develop and lead adult servants to execute KMLC's vision and mission
- f. Ability to create, develop and implement vision
- g. Have good communication skills in a face to face setting, as well as, making phone calls, emailing, texting, and using social media to communicate when appropriate
- h. To model your life in the Christian faith
- i. To nurture your own life of faith
- j. Willingness to comply with a background check for the safety and security of our children and youth

E. Division of time (more or less It will depend on the week)

- a. Children and families: Average of 6 hours per week (or 24 hours per month)
 - i. Developing, planning and implementing monthly and quarterly events, activities, meetings and retreats
 - ii. Interact with children and their families
 - iii. Occasionally provide children's message during worship as a way to connect with children and be visible to the congregation
 - iv. Coordinate and implement Vacation Bible School (will require additional time the week of VBS)
 - v. Organize/facilitate children's programs
 - vi. Complete monthly and annual activity reports
 - vii. Update KMLC Children's Ministry Facebook page
- b. Coordinator/administrator of Sunday School Ministry: Approximately 2 hours per week (8 hours per month)
 - i. Schedule and recruit for Sunday School Ministry
 - ii. Organize, setup & stock supplies for Sunday School & church activity bags
 - iii. Coordinate monthly meetings with Sunday School teachers/Children's Ministry Team
 - iv. Assist Nurture Team with choosing curriculum
- c. Youth ministry: Average of 1 hours per week for recruitment (4 hours per month but potential for more hours in the future with development of the youth ministry)
 - i. Planning and facilitating regular meetings, retreats for ages 8 and up, events and mission trips will require additional time as ministry grows
 - ii. Create interactive opportunities for faith exploration and development as well as relationship building
 - iii. Connect with youth of the congregation
 - iv. Additional time facilitating and implementing retreats and mission trips

Current Youth & Family Ministry Coordinator Activities

- Weekly Church Attendance
- Monthly Children's Ministry Meetings
- Occasional Staff Meetings
- Quarterly Nurture Team Ministry Meetings
- Easter Extravaganza – All ages - Held after church a week or two before Easter
- Blessing of the Backpacks – All ages - Held the Sunday before school starts
- Fall Festival – All ages – Held in late October/early November after church
- Christmas Party – All ages – Held in early December as parent drop off event
- VBS and Day Camp coordination – one week per Summer
- First Friday Fun Nights – Grades K-5 - Held the first Friday of the month from 5:30-7:30
- Church Intergenerational Events: Lenten Suppers (Wednesdays during Lent) & Annual Pig Pickin' - children's activities
- Kure Beach Street Festival – held annually in the Spring at Oceanfront Park – have activities for children & church information table/giveaways
- Epiphany Service with children
- Coordinating Chimes Practice & Liturgical Dance in the future