

Children's Ministries – Battle Lake Coordinator

POSITION DESCRIPTION - Bethel Lutheran Church, Battle Lake, MN

MINISTRY PURPOSE: Serve the Lord and extend His Kingdom by assisting in the leading a vibrant children's ministry at Bethel Lutheran Church that comes alongside parents in the teaching of the word of God so that children come to faith in Jesus and live for Him.

RELATIONSHIPS:

1. Accountability – PRIMARILY to the Director of Children's Ministries, GENERALLY to the BLC congregation, and ULTIMATELY to the Lord.
2. Report to and receive direction from the Director of Children's Ministries.
3. Collaborate with the staff in accomplishing the mission of the church.

PERSONAL QUALIFICATIONS:

- Love the Lord and have a committed, growing relationship with Him
- Understand, respect, and support Bethel's theological distinctive as a CLB congregation
- Be creative, visionary and organized in ministry planning
- Have pleasant and engaging interpersonal skills
- Have a natural desire to get to know the families (and their children) of BLC
- Able to inspire others to get involved in children's ministry
- Possess a good sense of humor and a positive "can do" attitude
- Capable of speaking to or leading a large group of children or adults
- Enjoy organization, creative thinking and idea development
- Be able to maintain a high degree of confidentiality
- Possess wisdom to avoid settings and activities in which one's personal testimony and the integrity of the church could be damaged
- Not given to gossip
- Loyal
- Be self-initiated to pace and complete tasks independently during the week

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Report to and receive direction from the Director of Children's Ministries.
2. Meet with the Children's Ministry Director to help set the visionary direction for children's ministry.
3. Attend monthly CMT meetings.
4. Maintain **calendars, budgets and attendance records** so they are accurate, current and accessible.
5. Oversee the **Sunday Morning Sunday school and Nursery Ministry.**
6. **Assist in the programming and administration** of: Sunday School, Wednesday Programs, Preschool VBS, Sports Camp, Day Camp, and seasonal events.
7. Maintain the cleanliness and organization of supplies.
8. Perform other functions as assigned or required.

TERMS:

Hours: 10-20 hrs/week. Regular office hours will be arranged with some Sunday morning hours being required.

Compensation: \$15/hr