



## Job Description

<b>Title</b>	Children's Ministry Lead Teacher	<b>Status</b>	Aug – April 7-10 hrs per wk May – July 0-5+ hrs per wk
<b>Department</b>	Children's Ministry - Hopekids	<b>Reports to</b>	Director of Children's Ministry

### POSITION PURPOSE

Lead Teacher in Hopekids Grade Level Classroom (Preschool – K/1 – 2/3 – 4/5). The Lead Teacher is responsible for coordinating and organizing the Hopekids program in the classroom in order to fulfill Hope Lutheran's Mission, "to encourage all people to know the love of Christ."

### POSITION RESPONSIBILITIES

#### 1. Educate & Nurture:

- Attend scheduled teacher meetings – Prayer, Bible Study & Staff Meeting
- Read the Bible Text & the Weekly Curriculum – weekly application for your grade level teaching
- Lesson prepared & organized
- Responsible for the flow and teaching of the Hopekids Hour
- Manage the Hopekids classroom in a manner that is loving & encouraging
- Gather, organize & plan how to distribute supplies – during the Hopekids Hour

#### 2. Hospitality:

Welcome volunteers & families into the church

#### 3. Oversee & Recruit Volunteers:

- Recruit, coordinate, train and thank volunteers for your specific grade level
- Lead and assist volunteers during Wednesday evening or Sunday morning sessions
- Be a model in attitude, speech and actions towards others
- Email, text or call volunteers on a weekly basis – personal check in

#### 4. Other Duties:

- Assist with Special Events: Volunteer Training, 2<sup>nd</sup> grade Bible Event, 5<sup>th</sup>-grade First Communion
- Check email every other day & respond (24-48 hour response)
- Nurture children's spiritual growth and transformation in cooperation with their parents/ guardians and the rest of the church community.

### REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran.
- ❖ Ability to teach basic Bible truths and equip children with the necessary tools to continue growth as a disciple of Jesus
- ❖ Ability to lead and inspire a team of volunteers who also have a heart to invest in God's children
- ❖ Proven planning and organizational skill
- ❖ Demonstrated creativity and an impassioned imagination for communicating the gospel

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### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated: February 2011