



Job Description

Title	Associate Director of Children's Ministries – Part Time	Status	Programmatic Year - Max 25 Hours Summer – Max 10 Hours
Department	Children's Ministry	Reports to	Nicole Weisz – Director of Children's Ministry

POSITION PURPOSE

Assist the Children's Ministry team with all administrative and programming aspects of Hopetots (infant through age 3) & Hopekids (age 3 through 5th grade), to fulfill Hope Lutheran's mission... *"to encourage all people to know the love of Christ."* The goal of the Children's Ministry Team is to use their spiritual gifts to nurture, inspire, teach, and encourage youth and those who support them in their relationship with Jesus.

POSITION RESPONSIBILITIES

Administrative Responsibilities

- Provide database support for Youth Administrative Assistant:
 - Assist with registration & group formation for Hopetots, Hopekids & VBX
 - Assist with check-in setup and execution
- Create classroom media presentations using ProPresenter – As Needed
- Create Communications (as needed weekly for volunteers & families)
- Distribute classroom supplies
- Coordinate and organize the stage set and prop closet & multipurpose room

Ministry Responsibilities

- Share the love of Christ with children and the people of Hope
- Collaborate, connect and encourage lead teachers
 - Connect weekly for classroom needs and curriculum details
 - Conduct on-going lead teacher training
 - Lead Weekly Bible Study – Lead Teachers
 - Support lead teachers with student concerns
 - Lead Children's Ministry classes, as needed
- Participate as a curriculum team member in execution, writing, planning, review & presentation processes
- Coordinate and recruit volunteers
- Manage Hopetots/Hopekids hospitality – model & support during programming times
- Coordinate planning & execution of Children's Ministry events under the direction of the youth event director
 - Be present & assist with execution of youth ministry "big events"
- Attend Weekly Youth Meeting

REQUIRED SKILLS AND ABILITIES

- ❖ Be a Christian role model in attitude, speech, and actions towards others and have a personal relationship with Jesus Christ
- ❖ Committed to the mission and core values of Hope Lutheran
- ❖ Be a dynamic upfront classroom presence as needed
- ❖ Extensive knowledge of Microsoft Office products, familiar with database maintenance and use
- ❖ Proven planning, communication, and organizational skills
- ❖ Self-motivated with the ability to work as a team member

EXPECTATIONS

- Job expectations include Wednesday evenings and Sunday mornings during programming.

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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: December 2021