

Job Description

Title	Children's Ministry Campus Coordinator	Status	Part Time: Max 15 hours per week programmatic season Max 5 hours per week nonprogrammatic season
Department	Youth Ministry	Reports to	Missy Eastlund Director of Children's Ministry

POSITION PURPOSE

Assume a campus specific role as coordinator and lead teacher in Children's Ministry. Assist the Children's Ministry Director & Associate Director with weekly programming & events, 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, and encourage the youth, and those who support them.

POSITION RESPONSIBILITIES

- Weekly Programming & Coordination Responsibilities
 - Ensure classroom spaces are setup and ready prior to student arrival and group connection (i.e. curriculum, supplies, games, small group resources & copies) on programming days
 - Lead Teacher responsibilities: Sunday and/or Wednesday during programming
 - Attend weekly Bible study during programmatic year
 - Connect with Director and Associate Director weekly
 - Model positive relationships with youth and enforce all policies and procedures for safety and well-being
 - Hospitality presence greeting students, leaders and volunteers, making everyone feel welcome
 - Attend – Curriculum Unit Meetings
- Lead Teacher Support & Encouragement
 - Gather Lead Teachers weekly to check-in and pray prior to the start of large group programming
 - Connect with and support Lead Teachers weekly
 - Assist with the process of distributing and returning curriculum supplies
 - Be Aware of Small Group Leader needs & communication and encourage weekly connection & encouragement
 - Equip and Coordinate Praise Crew Members weekly
- Other Duties
 - Joyfully share the love of Jesus Christ
 - Greet and Connect with Youth Hospitality Volunteers
 - Curriculum Input and Support
 - Help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God
 - Be a Christian role model in attitude, speech and actions towards others and enforce policies for safety and well-being
 - Seek God's will while equipping parents, volunteers and students with tools and training necessary to develop strong spiritual growth and positive relationships

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran.
- ❖ Proficiency with computers, Microsoft office products and smart phone applications
- ❖ Perform duties independently and cooperatively
- ❖ Ability to lead and inspire a team of Lead Teachers
- ❖ Communication and interpersonal skills

Missy Eastlund
Director of Children's Ministry
(701) 235-6629
meastlund@fargohope.org

Hope Lutheran Church
2900 Broadway N
Fargo, ND 58102
Office: (701) 235-6629