



## Job Description

<b>Title</b>	Children's Ministry Lead Teacher	<b>Status</b>	Aug–April 5-10 hrs/wk, May–July 0-5 hrs/wk
<b>Department</b>	Children's Ministry - Hopetots	<b>Reports to</b>	Missy Eastlund, Director of Children's Ministry

### POSITION PURPOSE

Lead Teacher in Hopetots (Nursery) (6 weeks – 3 years). The Lead Teacher is responsible for coordinating and organizing the Hopetots program in order to fulfill Hope Lutheran's Mission, "to encourage all people to know the love of Christ." Also, that every child would know that they are loved!

### POSITION RESPONSIBILITIES

#### 1. Educate & Nurture:

- Attend scheduled teacher meetings – Prayer, Bible Study & Staff Meeting
- Read the Bible Text & the Weekly Curriculum
- Lesson prepared & organized - familiarize yourself with the activities, games, songs & prayers
- Responsible for the flow of the room.
- Pray for the families and the children that will come to your room each week
- Engage the children in a fun & creative way so that they will know they are loved

#### 2. Hospitality:

- Welcome, encourage & train volunteers
- Greet children & families by name as they arrive

#### 3. Oversee & Recruit Volunteers:

- 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

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

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

### 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