

**TRINITY LUTHERAN CHURCH**  
**POSITION DESCRIPTION: CHILDREN'S MINISTRIES COORDINATOR**

**GENERAL STATEMENT:**

The Children's Ministries Coordinator is responsible for promoting, encouraging, and coordinating the ministries of Trinity Lutheran Church with children birth – 5<sup>th</sup> grade & their families, to the glory of God.

**QUALIFICATIONS:**

- A. Bachelor's Degree in education or equivalent training and experience in the field of education with children.
- B. Ability to work well with people of all ages and abilities.
- C. Good organizational skills

**RESPONSIBILITIES:**

- A. Responsibility for oversight and leadership of Children's Ministries including education for children 2 years through 5<sup>th</sup> grade during the school year plus one week summer programming.
- B. Provide opportunities to strengthen partnerships between families, children and the congregation that nurture faith growth.
- C. Provide vision, leadership and support for Children's Ministries volunteers.
- D. Create and effectively manage the budget, equipment and supplies for Children's Ministries.
- E. Communicates consistently and clearly with parents, congregation members and volunteers including keeping electronic communication resources up to date.
- F. Attend staff meetings as requested.

**EXPECTED NUMBER OF HOURS:**

10-15 hours per week, up to 20 hours some weeks (44-46 weeks per year)

**ADDITIONAL NOTES ABOUT THE CONGREGATION:**

Trinity Lutheran Church is an established congregation of approximately 1200 members in Jamestown, North Dakota. We are enthusiastic about the future of Trinity and the projected economic growth in the area. We are a congregation that is characterized by multiple weekly worship services and styles, intergenerational participation in the Sunday School and Confirmation programs, and a commitment to service in the community. Trinity's ministries with children, youth and families are a strength of the congregation that is recognized throughout the community.

Applicants are requested to send the following materials to [jobstjnd@gmail.com](mailto:jobstjnd@gmail.com) by July 30, 2019:

- 1) Resume
- 2) Contact information for 3 references

Trinity Lutheran Church  
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[www.trinityjamestown.com](http://www.trinityjamestown.com)