

## Family Life Ministry Associate

Job Family:	Called/Contract	FLSA:	Exempt
Salary Grade:	Salary/Hourly	Type:	Part Time /Full Time
Reports to:	Associate Pastor of Family Life/Sr. Pastor	Status:	Rostered/NonRostered

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This position is responsible and dedicated to the church and school at Trinity Lutheran, Utica. It will be the desire of this person to see that their ministry glorifies the name of Jesus Christ through word and action. As a member of the Family Life/Children's Ministry Team, this person will use their gifts as a means of equipping others, that all might be better involved in doing the work of the ministry and empowering God's people to fulfill the Mission Statement of the church –

“Go and Make Disciples Who Share Christ's Story with Love.”

Position Summary: The Family Life Minister's role is to share the love, care and knowledge of Jesus Christ with the preschool and elementary children and their families of the Trinity congregation. Also included is the oversight of the ministry, supervision of all corresponding volunteers and providing spiritual and emotional care for the children and their families within the ministry.

### Key Duties:

### Leadership:

- Children's Ministry Programming – create, plan, implement, communicate and oversee - weekend classroom experience in Kid's Connection, Baptism Coordination, Faith Stepping Stones, Midweek programs/retreats, Parenting and School events, MOPS, Nursery, Special holiday and other sponsored Children's events; including curriculum selection, crafts and other activities appropriate for the occasion, including classroom assignment layout on display for directional guidance
- Ministry Volunteers - Recruitment, Training, Clearance & Scheduling for classroom teachers (rotation and substitutes), Kid's Connection, Nursery, Ministry Leadership team, and event coordinators – monitor to ensure that correct adult/child classroom ratio is met at each gathering
- Parent/Event Communicator – share/post to the community and other Staff and Ministry Areas “Need to Know” information regarding scheduled upcoming Ministry events or end results from completed events; also to include Ministry needs (Volunteer) – (including pictures of event) email, social media, flyers, letters, newsletter, brochure, bulletin boards, bulletin articles, pre-worship slides, website, etc.
- Community Support – getting involved and offering support within an outreach event that lends assistance to others and meets the Children's Ministry's goal as well as that of Trinity's Mission statement (Vacation Bible School, Educational Seminars & Guest Speakers, day school events)
- Special Events – Plan and oversee with Leadership Team and volunteers – VBS, Holiday Celebrations, Family Fellowship Events, school events etc...
- Assist with Youth Minister with youth or confirmation events as needed

- Responsible to grow and promote family life ministry online/virtually through social media and other online methods

#### Administrative Duties:

- Registration for Program Attendance – Annual registration with photo release for those attending program events – emergency contact info & allergy/medical concerns and alerts
- Attendance & Recordkeeping – maintain, log and track ministry event results within Planning Center Check In System – any families not registered are then loaded after signing up
- Assimilation – We Miss You Cards, Get Well Cards, Thank You For Joining Us – track absences (We Miss You Cards) , first-time guests (Thank you for joining us), those out sick (Get Well Cards) - all generated labels and info from Shelby
- Program Evaluation – parent & teacher/volunteer survey regarding program, curriculum, events & activities – track responses, compile, discuss and communicate results & outcome (Changes, staying the course, etc.)
- Supply Ordering – ensure that all items for classroom experience, events and activities are readily available and on-hand for volunteers; based on budgetary designation
- Safety/Emergency Plan/background checks – collaborate, establish and implement (after reviewing with Management) designated Emergency Plans – document for posting and review and incorporate in volunteer/Leadership training for consistency. Ensure all volunteers are background checked and complete code of conduct forms.
- Maintain Children’s Worship Bags and all things pertaining to children during worship
- Manage overall Children’s Ministry Budget

#### Minimum Requirements and Qualifications:

- Bachelor’s Degree, preferably early childhood or elementary level education or DCE through the Missouri Synod etc.
- Prefer minimum of 3-5 years experience working with children
- Training or other related field experience in Family Life and/or Children’s Ministries
- Experience developing children’s ministry programs
- Active within the day school (must work to develop relationships and promote ministry)
- Excellent written and oral communication skills, strong leadership and interpersonal skills, strong customer service, computer, and decision making skills are all required
- Dynamic personality and able to easily connect with both children and adults
- Ability to think strategically and provide direction
- Spiritual – Must be a professing Christian with a true calling and passion for ministry and a member of Trinity Lutheran Church
- Is able to witness and reflect Christ's Lordship in personal life
- A good steward of time, talents and treasure as a minister in this Christian congregation