



1509 King Street • La Crosse, WI 54601 • 608-784-9335 • office@englishlutheran.org • www.englishlutheran.org

Children's Ministry Coordinator Job Description

General Statement of Responsibilities

- *Facilitate the ways in which parents, sponsors, and the members of English Lutheran Church can live into the promises made at a child's baptism, providing a good start at living a life of worship, encountering God's Word, teaching children about Jesus, and nurturing a life of faith.
- *The Children's Ministry Coordinator will work specifically with children and their families from birth through 6th grade.

Responsibilities

- *Facilitate and coordinate Sunday School Ministry of English Lutheran Church:
 - Helping develop curriculum
 - Coordination of supplies, scheduling, planning, working in collaboration with Director of Faith Formation, pastors, Sunday School teachers and helpers
 - Support Sunday School teachers and substitute teachers
 - Coordinate, schedule, supervise nursery and Christlers (Wednesday nights and Sundays)
 - Help facilitate milestone ministry
 - Vacation Bible School
 - PACK (Pre-confirmation Activities at Church for Kids) in collaboration with Director of Faith Formation

Accountability

- *Supervised by the Director of Faith Formation and Senior Pastor of English Lutheran
- *Work in conjunction with pastors, parents, children's music director and other staff

Qualifications

- *Passion for helping children grow in faith
- *Strong organizational and communication skills
- *Willingness to work collaboratively with families and staff

Wages and Hours

- *15 hours/week on average; \$15 per hour; primarily Wednesday evenings, Sundays

Please send a cover letter, resume, and three letters of reference/recommendation to:
Pastor Mark Kvale, English Lutheran Church 1509 King Street, La Crosse, WI 54601
pastormark@englishlutheran.org