



Open Position: Director of Children and Family Ministry

Brief Job Description

Shepherd of the Lake Lutheran Church in Prior Lake, Minnesota is congregation of 1500 families and is hiring a full-time Director of Children and Family Ministry to begin immediately. The candidate will collaborate and innovate with other staff members to support and carry out our mission: Open Hearts. Open Minds. Open Table. We are seeking a candidate with three main qualifications to lead ministry with children and families. This person will serve as the **public face of children's ministry**, interacting with children and families during weekly large group gatherings and other activities. This candidate will also **create and curate program content** for children and family faith formation. (This work will begin with carrying out the fall ministry program that is already planned by other staff members.) The successful candidate will also **recruit, train, and support the volunteers** who are essential for children and family ministry. Other desirable skills: fluency with remote technology and musical leadership.

Long Form Job Description

Position: Director of Children and Family Ministry

Reports to: Pastor of Children, Youth, and Family

Position: Full-time, including Sunday mornings

About Our Congregation

Shepherd of the Lake Lutheran Church in Prior Lake, Minnesota is a vibrant faith community carrying out its mission statement in bold and welcoming ways: Open hearts. Open minds. Open table. We are a congregation of 1500 families with close to 400 children in preschool through fourth grade who are part of our children's ministry programs.

Our community embraces innovation, tries new things, and supports relationship-building between kids and caring adults. We welcome children into congregational life through faith formation activities like Sunday school and VBS, worship, service, and music.

We are moving forward with hiring a Director of Children and Family Ministry during these uncertain times to reaffirm our commitment to faith formation during the first ten years of life, along with the importance of supporting parents and other caregivers in their important role of nurturing faith at home.

The person hired for this position will focus on leading SOLLC ministries during early childhood (Birth to 5) and the elementary years (Kindergarten through fourth grade). The Director will work closely with the Pastor for Children, Youth, and Family; the Director of Student Ministries; and the Children, Youth, and Family Administrator.

This is a full-time position with benefits as described in the Minneapolis Area Synod guidelines. We are focused on carrying out a brisk hiring process so the successful candidate can join our team as soon as possible as the new program year begins. Our team has already developed a plan for remote children and family ministry this fall so that the person in this position can step into leadership and begin to execute the plan.

Job Responsibilities

- Serve as the public face of children and family ministry at SOLLC through activities like welcoming children and families, leading up-front activities during large group time, and appearing on social media.
- Create and/or curate faith-based content that will be used during weekly lessons, special events, social media videos and posts, and other ministry activities.
- Recruit, train, and support volunteers for children and family ministry, including Sunday school teachers, Vacation Bible School leaders, music and art leaders, and nursery care providers.
- Collaborate cross-functionally with colleagues in Worship, Music, Mission, and other areas to ensure that children's needs and gifts are embraced throughout SOLLC's ministries

Key Competencies for this Job:

1. Develop Leaders and Builds Teams
2. Innovation with Excellence
3. Passion and Energy
4. Strategic Thinking and Systems Building
5. Strengths Focused
6. Integration and Alignment

Skills and Experiences

Required

- Deep commitment to children's faith formation in church and family settings
- Experiences with kids and families in an up-front role such as leading a lesson, telling a story, leading music, and making announcements
- Familiarity with effective strategies for recruiting and training volunteers, then supporting them to ensure they feel valued and remain committed to volunteering
- Fluency with Microsoft Office, social media platforms and relevant apps
- Strong written and oral communication skills
- Ability to collaborate with colleagues, lay leaders, and volunteers
- Adaptability to changes in ministry plans, such as the ongoing uncertainty surrounding in-person gatherings at churches
- Demonstrated commitment to SOLLC's values of relationships, curiosity, and welcome
- At least 3 years in a children's ministry position or comparable educational setting
- Successful completion of a background check

Desired

- Comfortable with musical leadership such as leading songs during large group time and collaborating with the Music Director for children to contribute music to worship
- Commitment to developing social media content that helps communicate with families in ways that also offer support and build relationships
- Teaching or other leadership experience with volunteer training
- Experience with leadership development in children
- Familiar with equipping youth to support children's ministry through using their gifts

Candidates can send a cover letter and resume to
Shannon Timmerman at shannontimmerman@sollc.org

Growing in Faith, Living to Serve