



## **POSITION DESCRIPTION – CHILDREN’S AND MIDDLE SCHOOL MINISTRY COORDINATOR**

**HOURS:** Part-time (20 hours per week/no overtime) Non-Exempt

**SALARY:** Based on experience

**REPORTS TO:** Business Manager

**Purpose:** To lead and direct Timothy Lutheran’s Children’s and Middle School Ministries by guiding curriculum development, coordinating resources, and ensuring alignment with Lutheran teachings. This position will provide support to the children’s ministry by organizing, preparing, and distributing materials to empower teachers and volunteers for success. Additionally, the coordinator will actively engage with middle school youth through meaningful presence, assist in planning, and take a leadership role in executing middle school events and activities.

### **DUTIES & RESPONSIBILITIES**

#### **FAITHROOTS (Sunday Morning Children’s Ministry – Year-Round):**

1. Take charge of recruiting, equipping, and overseeing Faithroots volunteers, actively seeking new team members and stepping in to lead as needed.
2. Manage curriculum materials by retrieving master copies for the month, printing necessary resources, and organizing files for each date.
3. Lead the planning process as required, ensuring smooth execution of all program elements.
4. Prepare and organize weekly lessons, including assembling materials (printing, cutting, and gathering supplies) into lesson bags. Update bags before worship on Sunday mornings and reset them after events by sorting reusable materials and discarding trash.
5. Ensure the teaching supply areas are fully stocked and well-maintained, providing the necessary resources for volunteer teachers to succeed.

#### **MIDDLE SCHOOL (Year-Round):**

1. Take charge of recruiting, organizing, and managing volunteers for middle school youth events.
2. Serve as a primary leader for middle school youth events, confidently leading devotions, games, and other activities as needed.
3. Oversee the procurement of supplies and ensure all necessary resources are prepared and assembled for middle school events.

#### **OASIS (Monthly Wednesday Night Children’s Ministry, September–May):**

1. Lead the planning process by selecting lessons and creating the schedule for the entire year.
2. Ensure all necessary supplies are available and coordinate the organization of the family dinner to be served.
3. Take responsibility for understanding the curriculum’s supply needs and providing clear direction to volunteer leaders to ensure proper preparation.
4. Oversee the assembly of lesson materials into bags each month, ensuring they are placed on carts before 6:30 pm on Wednesdays. After events, manage the cleanup by emptying bags, sorting reusable items, and discarding trash.

#### **OTHER RESPONSIBILITIES:**

1. Lead the review and selection of curriculum materials and educational tools to ensure alignment with the goals of children’s ministry programs.
2. Oversee and evaluate youth supplies, proactively managing inventory throughout the year to ensure all materials are readily available.
3. Take full responsibility for coordinating and executing Vacation Bible School, including planning,

organizing, and leading the event.

4. Manage the purchasing of new supplies for events and ministry needs, including preparation of Vacation Bible School (Purchases must be approved by Business Manager)
5. Take the lead in planning and organizing the Easter Egg hunt, ensuring all supplies are prepared and readily available.
6. Take responsibility for addressing additional needs or tasks that arise within these ministry areas.

**QUALIFICATIONS:**

- Strong organizational skills and attention to detail
- Familiarity with basic learning levels for children and youth
- Knowledge and love for Jesus that aligns with the confessions of Timothy Lutheran Church, a member of the Lutheran Church-Missouri Synod
- Solid communication skills with children, youth, and adults