

Interim Faith Formation Coordinator for Children and Families (9-12-month position)

Job Description

Atonement Lutheran Church

2019

The purpose of this ministry position is to nurture the formation of faith of children and families through Wednesday evening and Sunday morning programming. Atonement also recognizes the overwhelming data indicating the importance of the home and family in the development of faith.

This staff member reports to the Associate Pastor for Children, Youth, and Household Ministry. The position is part time (15 hours/week). They work in collaboration with the First Third of Life Ministry Team, Music Director, and Pastors to ensure a cohesive faith formation ministry. Responsibilities involve working primarily with children (birth-5th grade) and the implementation of cross generational activities.

The Interim Faith Formation Coordinator for Children and Families will receive both administrative and program support from Atonement staff members as well as volunteers. The support is flexible (can be more administrative or program in nature, depending on applicant's gifts) and is available to ensure the success of the interim.

Responsibilities:

1. In collaboration with the First Third of Life ministry team, Music Director, and Pastors, help to implement a cohesive faith formation ministry with children and families. This includes programming, administrative, and safety efforts, including our Safe Haven policy.
2. Coordinate the Sunday School program, including the Sunday School opening, and the annual Christmas program and other events/activities (e.g. annual mission project, Advent celebration, summer reading program). This includes the review and selection of the curriculum, and teacher training.
3. Coordinate the Wednesday evening children and family program. This includes leading the program on a regular basis.
4. Coordinate Children's Church volunteer schedule, train/support volunteers, and lead Children's church as needed. This also includes the coordination of the Water Blessers during communion.
5. Lead recruitment efforts for teachers and ministry leaders for Sunday School, Wednesday evening programs, and Children's Church.
6. Implement Atonement's Milestone Ministry
7. Coordinate GIFT (Growing in Faith Together), Atonement's summer Cross+Generational VBS.
8. Maintain effective and accurate communication about faith formation for children and families through the congregation's communication tools.
9. Maintains children's worship bags, nursery, children's area, and craft closet
10. Other duties as assigned by supervisor to ensure an effective faith formation ministry for children and families.