

Faith Formation Coordinator for Children and Families

Job Description DRAFT

Atonement Lutheran Church

2020

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 (15-20 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 coordinating programming for children (birth-5th grade), the implementation of cross-generational activities, and the encouragement of faith in the home.

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.
2. Lead recruitment/equipping efforts for volunteers (teachers and ministry leaders) for Sunday School, Wednesday evening programs, and Children's Church.
3. 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.
4. Coordinate the Wednesday evening children and family program. This includes lesson planning, set-up, and teaching/leading on a regular basis.
5. Coordinate Children's Church volunteer schedule, train/support volunteers, and lead Children's church as needed (support Children's Church team, maintain snack supply, and lead Children's Church as needed). This also includes the coordination of the Water Blessers during communion.
6. Implements Atonement's Milestone Ministry (e.g. kindergarten/retirement and Bible milestones)

7. Primary responsibility for Atonement's Cross+Generational ministry, and coordinating 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 the supervisor to ensure an effective faith formation ministry for children and families.