

## JOB DESCRIPTION: Messiah Lutheran Church and Preschool, Vancouver WA

**POSITION:** Ministry Associate for the First Third of Life (Part-time, 15-20 hours/week)  
**RESPONSIBLE TO:** The Pastors, Director of Youth and Young Adult Ministries, Leadership Team, and Congregation  
**REVISED:** November 2021

### **Position Purpose:**

Directs and leads, alongside the Director of Youth and Young Adult Ministries, the church's education, care and activity programs for children birth through young adult (with the exception of Messiah Preschool). Also, works in conjunction with the leaders of music, adult education programs, and Messiah Preschool, where appropriate. The Ministry Associate seeks to provide and foster spiritual growth of children, youth and young adults and parents involved in all programs managed. Under the leadership of the Director of Youth and Young Adult Ministries and Pastors, the Ministry Associate plans, develops and administrates programs, budget, space, and planning for all inter-generational educational and enrichment activities. This is a dynamic position that will develop and grow as the church changes and expands.

### **Examples of Essential Job Duties:**

1. Develop and maintain educational faith-building activities and programs in Sunday School (at present, using *Godly Play*), Vacation Bible School, Mid-Week Programs, and any other youth educational and/or fellowship events for children birth through young adulthood;
2. Recruit, train, recognize, and support volunteers as teachers and assistants in children's educational ministries, maintaining complete schedules, managing teacher/child ratios;
3. Conduct regular volunteer meetings for planning and programming;
4. Develop effective and timely publicity for children and youth activities;
5. Assist in the selection of appropriate educational and parenting curriculum which adheres to Lutheran teachings and traditions; inventory, organize and purchase supplies working in cooperation with Messiah's North County Campus volunteers/coordinator;
6. Participate on the "One Mile Mission" team;
7. Work with the Director of Youth and Young Adult Ministries and Church Leadership Team in preparation of program budgets;
8. Attend workshops and personal growth conferences to stay current on new and effective ways to implement children's and youth ministry; have or gain certification and training in CPR (infant through adult), first aid, use of the church's AED, and review protocol for child safety and Messiah's Child Protection and Harassment Policies;
9. Evaluate age-appropriate curriculum for all classrooms, including current topics, media, and available technology, as appropriate;
10. Provide an annual report for inclusion in Messiah's Annual report to the congregation; the Ministry Associate should be available to attend Church Leadership Team meetings, as requested;

11. Actively encourage children, youth and their parents to participate in worship and other church-related activities. Refer prospective families for membership, or for follow-up by one of the pastors;
12. Coordinate milestone recognitions for this age group;
13. Coordinate acolyte recruitment and training in conjunction with the Acolyte Coordinator;
16. Other duties as assigned.

**Working Environment:**

1. Requires great flexibility in hours available to work, which will include evenings and weekends. While the position is considered part-time, there may be times where more hours will need to be worked to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year. For example, the Sunday School year, Vacation Bible School, and the Mid-Week Program are generally when the position requirements will be most demanding;
2. The Ministry Associate should be on site a minimum of 45 minutes before and 30 minutes after Sunday School, Mid-Week Program, and Vacation Bible School, and is expected to attend all staff meetings; the Ministry Associate will actively engage in meeting and greeting people between services when present;
3. Notification must be made to the Director of Youth and Young Adult ministries before all absences, and a suitable substitute must be arranged;
4. Regular and systematic check-in of phone, email, mail, and text messages coming from or through the church is essential to the success of this position.

**Skills Required:**

*Must have...*

1. A sincere love for young children, youth and their families;
2. A solid understanding of the foundations of the Christian faith and Lutheran traditions;
3. An awareness of Christian Education Programs, current practices, techniques, and trends effective for youth from birth through high school;
4. Effective communication techniques, including familiarity with software applications to create and send emails, memos and community notices; the ability to work in MSWord and willingness to learn ACS (the congregation's church management and database software);
5. Successfully complete the reference, background and motor vehicle investigations.

*Must be able to...*

1. Lead and assist in faith development and help with spiritual needs facing children, youth and their families;
2. Recruit and train volunteers to lead and assist with programs managed;
3. Regularly attend Sunday services, the Mid-Week Program, Vacation Bible School, and other key programs and community events;
4. Effectively communicate with a wide array of individuals in an appropriate and diplomatic manner, regardless of the subject matter;

5. Work effectively in a team environment, as well as independently, to accomplish goals and objectives;
6. Generate new ideas and programs and serve as a resource for the congregation in all aspects relating to children's and family ministries;
7. Effectively organize, plan and direct multiple projects and outreach activities while maintaining a high quality of work;
8. Manage large groups of children and youth, keeping them enthusiastic about learning and participating; effectively interacting and working with children and youth of diverse backgrounds, personalities and that have both traditional and non-traditional families;
9. Maintain confidentiality.

#### **Education & Experience:**

1. Must have a degree in the field of education and/or experience teaching and nurturing the faith development of children and youth birth through high school;
2. Preferred to have experience developing and implementing Christian based educational and activity programs.

#### **Working Conditions:**

The physical working conditions are largely those of an inside office. Walking between rooms and up and down stairs is required. Carrying loads not to exceed 20 pounds may be required. Chemical exposure is limited to craft, office and cleaning supplies. You will share your office and/or workspace with other staff and volunteers as needed.

**Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.