



April 26, 2021

THANK YOU for your interest in the position of Assistant Director of Children's Ministries at Grace Evangelical Lutheran Church. An application and a copy of the job description for this position are included in this packet.

To apply, please complete both sides of the application and return it to the address below no later than June 1, 2021. You should also include your resume and a minimum of three references with your submission.

Interviews of qualified candidates will be conducted as applications are received and will continue until the position is filled.

The anticipated starting date is July 1, 2021. The actual date may be negotiated.

All applicants will be notified of the proceedings.

Please bring or mail your application, resume and list of references to this address:

ATTN: Tom Brodbeck, Senior Pastor
Grace Evangelical Lutheran Church
1801 Saint Paris Pike
Springfield, OH 45504
Email: tom.brodbeck@grace-nalc.org
(937) 399-6257 (x 106)

Questions may also be addressed to this same contact person.

Grace Evangelical Lutheran Church
Job Description

TITLE: ASSISTANT CHILDREN'S MINISTRY DIRECTOR

POSITION SUMMARY

This position has responsibility for the church's ministry to children (infants through sixth grade) in concert with the Director of Youth and Children's Ministry. The intent of this position is to build new bridges to the neighboring schools and community by building relationships and developing programming that attracts and connects families to this congregation. This is part-time regular position, requiring 20 work hours per week. The work requirements may allow for flexible onsite hours.

DUTIES AND RESPONSIBILITIES

1. Coordinate social, service, and family activities for preschoolers through sixth graders
 - Help plan and schedule events September - May
 - Recruit adult leaders for group activities
 - Attend and supervise these events
 - Encourage and support the efforts of all volunteers
 - Work with all volunteers to be sure that all activities reinforce the intent and content of the Faith Journey Christian education program
2. Direct Vacation Bible School
 - Select and order curriculum.
 - Recruit coordinator and co-coordinator
 - Assist the coordinator in recruiting all needed staff and delegating responsibilities accordingly
 - Oversee all publicity (prior to and wrap-up)
 - Attend and troubleshoot during VBS week
3. Build key relationships with children in the surrounding community
 - Be an active presence in area schools (e.g., Ridgewood, Snowhill)
 - Engage with area outreach ministries that currently have impact on this age group, including working with the potential of a LifeWise Academy presence locally.
4. Partner with, support and encourage the Director of Youth and Children's Ministry

REQUIRED QUALIFICATIONS

- Education:** Minimum of high school diploma; baccalaureate degree preferred
- Work Experience:** A minimum of one year's experience in children's ministry and/or children's education desired

General Work Skills Required:

- Confesses Jesus Christ as personal Lord and lives a Christian witness on the job and off, demonstrating an active commitment to the disciple-making mission of the Grace congregation.
- Enjoys and works well with people
- Manages time effectively and productively
- Exhibits initiative and industry
- Able to work well as a member of team
- Communicates clearly, orally and in writing, in Standard English
- Takes the initiative to obtain necessary job knowledge and skills

Specific Work Skills Required:

- Must be proficient in the Microsoft Office suite of programs (especially Excel, Word, Publisher, and PowerPoint), and able to learn other necessary computer applications
- Able to manage numerous tasks simultaneously

SUPERVISION

The Director of Youth and Children's Ministries will provide ongoing supervision for this position, including a formal evaluation once a year.

COMPENSATION

The salary and benefits for this position will be commensurate with the employee's experience, the Grace staff handbook and the Grace annual budget.

3/1/2021 TMB

Grace Evangelical Lutheran Church
1802 Saint Paris Pike; Springfield, OH 45504 – 937-399-6257

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Describe any training received relevant to the position for which you are applying _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____