

Children's Ministry Production Manager
Position Description
New Beginnings Lutheran Church

Reports to: Faith Journey Director

Full-Time 40+

PURPOSE OF POSITION:

The Children's Ministry Production Manager is responsible for providing leadership and direction to the children's ministry (newborns through 6th grade) and their families. Responsibilities also include weekly children's programming, special events, recruiting volunteers, promoting, and advancing all aspects of NBLC's ministries to children in coordination with overall mission of the church. The person in this position will enhance Sunday morning programming and special events through a creative platform in order to pursue our mission to know Christ and make Christ known.

Key Results Area:

- Recruits, disciples and motivates a growing team of children's ministry volunteers.
- Manage, encourage and support team members through various channels by providing communications, training and development for team members.
- Responsible for the children's (newborns – 4th grade) Sunday programming and special events.
- Coordinate marketing strategies for attracting greater household participation in the programs offered.
- Oversee and manage the curriculum and supplies.
- Plan and manage rotation schedule of children's ministry team members.
- Provide creative ministry venues designed to provide Christian nurture, newborns thru 6th grade, along with developing relationships between children and families that helps create community and an effective process of a life-long faith journey.
- Ensure NBLC's database (i.e., myNBLC) remains updated for all households with children 0-6th grade.

Key Competencies:

- Experience with production and creative approaches to carry out a creative ministry that aligns with NBLC's traditions and values.
- Strong written and verbal communication skills. Displays exceptional skills in working with people.
- Strong Leadership Skills
- Ever growing familiarity with MS Office, Publisher, Google Apps & related tools.
- Creativity, management skills, and excellent interpersonal skills that make it possible to encourage, manage, and mentor volunteers in wide age-range.

Qualifications:

- A member in good standing of NBLC who demonstrates a commitment to the congregation's Vision Framework.
- Passion for and deep commitment to the Holy Scriptures as the inspired Word of God and the Lutheran Confessions as the correct interpretation of the Holy Scriptures.
- Passion for ministry to children and their families.
- Demonstrated resilience and ability to effectively initiate & complete projects with minimal supervision.
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency.
- Bachelor's degree