

Early Childhood & Children's Ministry Director
Lord of Life Lutheran Church and Preschool

Lord of Life Lutheran Church and Preschool
15750 Baxter Road
Chesterfield, MO 63017-4983

Job Description

Lord of Life Lutheran Church and Preschool (LLCP) exists to lead people to Jesus, equip them for ministry, strengthen and sustain them in their faith, offer opportunities for people to show Christ's mercy to others and encourage outreach to the community. LLCP believes the preschool is an extension of the congregation and seeks to hire a Director of Early Childhood & Children's Ministry (DECCM) whose overall responsibility will be the education and spiritual growth of children in early childhood weekday programs, Sunday school and young adult programs.

Qualifications

- Active membership in a LCMS church, preferably and ultimately with Lord of Life Lutheran Church.
- Education and training in early childhood education, preferably with a bachelor's/master's degree in early childhood education, with courses or experience in administration of an early childhood program.
- Experience in successfully planning and leading educational programs or activities for children, preferably in a parochial or congregational setting.
- A personal willingness to grow spiritually and professionally.

Reporting Relationships

- Reports to, and under the direction of the Mission and Ministry Council (MMC) and attends MMC monthly or specially called meetings.
- Supervises all preschool staff.
- Works closely with the Pastor to carry out position responsibilities, especially those in areas related to the spiritual life and faith development of children, youth and parents.
- Works closely with other church staff, as needed, to carry out job functions.
- Coordinates with other church boards or committees, as needed.

Essential Job Functions and Responsibilities

Early Childhood/Preschool Responsibilities:

- Responsible for all aspects of the preschool, including, but not limited to, supervising teachers and aides, ordering supplies, tuition collection, preschool bookkeeping, planning and executing emergency drills, regular CPR training for staff, student enrollment, annual employee performance evaluations, review of service contracts and interviewing prospective parents and children.

- Specific responsibilities include:
 - Organizing preschool academic and religious curriculum (the latter, in consultation with the Pastor).
 - Ensuring religious curriculum taught in church and preschool is in alignment with the beliefs and confession of the LCMS.
 - Completing and maintaining National Lutheran School Accreditation and maintaining and reporting health records as required by Missouri Board of Health.
 - Identifying and developing in-service and career development for teachers.
 - Developing and implementing strategic plan to promote the preschool and recruit new students.
 - Preparing preschool annual budget in alignment with the Lord of Life Church and Preschool strategic plan and managing preschool expenses with the best possible stewardship.
 - Providing parents with helpful lectures, literature and/or resources on parenting and child-related issues and resources for parents in need.
 - Participating in local Preschool Directors Group.
 - Keeping in contact with the LCMS Missouri District office and submitting all requested records and information in a timely manner.
 - Keeping the congregation updated and involved in preschool events and programs, including submitting monthly articles to LLCP newsletter highlighting activities of the preschool.
 - Working closely with the Pastor and MMC to engage preschool parents and children in the worship and faith life of the church.
 - Creating and maintaining a yearly schedule for preschool children to participate in church services.

Sunday School & Children's Ministry Responsibilities:

- Planning and coordinating regular Sunday school program for the church (preschool through high school).
- Identifying and coordinating Sunday school team of volunteers to implement the church's Sunday school programs and family activities.
- In consultation with the Pastor, identifying and preparing curriculum material to be taught by volunteers.
- Ordering and maintaining necessary Sunday school supplies, resources and equipment.
- Participating in the planning, implementation and execution of summer Vacation Bible School Program.
- Planning and execution of special events (i.e. Christmas Programs, festivals, etc.)
- Working with "post-confirmation" youth to provide meaningful education and opportunities for fellowship, support and spiritual growth into adulthood, utilizing volunteers to serve as mentors and contributors.

Interested candidates should send resume and any other pertinent information to searchcommittee@lordoflifelcms.org.