



## **Director of Children and Family Ministry Search**

### **Who are we?**

Grace is a congregation of the North American Lutheran Church located in Springfield, Ohio. Our mission is to be a caring community of believers. We are dedicated to equipping people who are "Growing in G.R.A.C.E.":

**G**rowing in God's Word  
**R**e-telling His story  
**A**pplying their spiritual gifts  
**C**ultivating accountable relationships  
**E**xalting God through worship.

In all things we seek to be a church that is "Receiving the Lord and Revealing His Love."

### **What are we looking for?**

We are searching for a Director of Children and Family Ministry to help us on this mission. The Director of Children and Family Ministry (DCFM) is the advocate for the generations of the church and will foster an atmosphere that ensures the family of God works together to make disciples of the next generation. The DCFM is first and foremost an advocate for the young (cradle through high school) and their parents with primary focus on children (cradle through eighth grade).

We are looking for a leader worth following, someone whose relationship with Christ and Christian character are fit for Christian leadership. We are looking for someone with relevant gifts and experiences to thrive in the role.

### **How to respond**

If you think this might be for you, or if you know someone who fits this description, we'd love to talk with you about it. Please contact our Senior Pastor Tom Brodbeck ([tom.brodbeck@grace-nalc.org](mailto:tom.brodbeck@grace-nalc.org), 937.399.6257) with your resume and a brief explanation of your interest in the position including how you see your qualifications preparing you to succeed in this role.

# GRACE EVANGELICAL LUTHERAN CHURCH

## Job Description

**TITLE:** Director of Children and Family Ministry

### POSITION SUMMARY

The Director of Children and Family Ministry (DCFM) is the advocate for the generations of the church and will foster an atmosphere that ensures the family of God works together to make disciples of the next generation. The DCFM is first and foremost an advocate for the young (cradle through high school) and their parents

This is a full-time, salaried, exempt position.

### AREAS OF RESPONSIBILITY

- Design, develop and deploy the discipleship systems for the young of this congregation (cradle through high school), working in cooperation with other Grace volunteers and staff.
- Work closely with adult discipleship leaders to ensure that parents are prepared to lead their children and that our young people have spiritual mentors beyond their individual homes.
- Ensure that curriculum used at each level of spiritual development connects one age group to the next.
- Develops and oversees engaging ministries to the children (cradle through eighth grade) of the church.
- Works in cooperation with the pastor(s) and other senior leadership to develop an effective model for an intentional catechism methodology that leads toward Affirmation of Baptism.
- Develops and implements a plan for ongoing parental training and encouragement.
- Coaches parents and children on specific issues within their family and makes referrals as appropriate.
- Encourages intergenerational gatherings to help the young people of the church and all generation recognize how God works throughout the whole family of God.
- Recruits and trains teachers and other leaders.
- Develops and discovers channels of resources that enable parents to lead in their homes so that the connection between church and home is consistent and seamless.
- Manage the annual budget request process for this ministry area.

### QUALIFICATIONS DESIRED

**Education:** College degree is a plus, but not required.

**Work Experience:** A minimum of one year's experience working with children, youth, and/or families is a plus, but not required.

**General Work Skills:**

- Confesses Jesus Christ as Lord and lives a consistent Christian witness
- Has a deep passion for children and families
- Likes and works well with people, demonstrating a team approach in the workplace
- Manages time effectively and productively
- Exhibits initiative and industry and produces quality work in a timely manner
- Is creative and innovative
- Possesses or takes initiative to obtain necessary job knowledge and skills

**Specific Job Skills:**

- Ability to relate well to people of all ages
- Ability to teach and communicate clearly
- Ability to maintain confidences and demonstrate discretion and wisdom
- Ability to organize and delegate
- Ability to affirm and encourage spiritual growth in volunteers

**PERFORMANCE APPRAISAL**

The Senior Pastor and/or Executive Director will provide on-going supervision for this position, including a formal evaluation once a year, as per guidelines in the Grace staff handbook.

**COMPENSATION**

The salary and benefits for this position will be commensurate with applicant's experience and Grace ministry plan.

**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 <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

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: \_\_\_\_\_