



Coordinator for Children's Ministry

Reporting Structure: Directly reports to the Pastor. Periodic performance reviews are conducted by the Trustees in consultation with the Pastor.

Status: Part-time—averaging 4-5 hours/week. Time off negotiable based on summer/holiday availability. Year-round availability preferred.

FLSA: Non-exempt (hourly)

Compensation: \$15/hour at time of hire

To apply: Please submit a cover letter and résumé to [hiring@decorahucc.org](mailto: hiring@decorahucc.org). In your cover letter, describe why you are drawn to this position and how you envision contributing your gifts and skills in service of our congregation's mission.

About Decorah UCC

We are a progressive congregation of creative and curious Christians who worship together and serve together. We seek to live out Jesus's gospel of justice, mercy, love, and grace. We take seriously the calls to care for our neighbor, to be engaged in the building up of our community, and to be a place of extravagant welcome where everyone, everyone, everyone can encounter the Sacred.

Job Summary

This staff member will nurture and grow faith exploration ministries with children, with the goal of fostering an engaging and hospitable learning community for children, their adults, and volunteers. They also will collaborate with staff on intergenerational ministries (including worship) that engage the entire congregation.

Decorah Congregational United Church of Christ is an equal-opportunity employer and an Open and Affirming (ONA) congregation. We are committed to welcoming all persons and affirming differences of faith background, sexual orientation, gender identity, gender expression, marital status, age, and mental and physical abilities, as well as race, ethnicity, and economic and social status. We welcome all to share in the life and leadership, ministry and worship, sacraments, responsibilities, and blessings of participation in our congregation.

Qualifications

The candidate will be a person of faith who is progressive in their understanding of God and their orientation toward the Bible and committed to practicing extravagant welcome in accordance with our ONA statement (see previous page). Possessing outstanding interpersonal skills, the candidate will have some knowledge of child development and a passion for teaching and lifelong learning. Experience in ministry with children is preferred. Must be at least 18 years old.

Essential Tasks

- Supports the mission of the church and creates and fosters a meaningful, vibrant church community committed to extravagant welcome and progressive, inclusive theology
- Leads faith exploration programs for children in pre-K through grade 5
 - Works with the Pastor to establish the vision and outcomes for children's faith exploration
 - Leads Children's Time and [Pray & Play](#) on Sunday mornings (on site from 10 AM–12 PM) with the support of an adult volunteer each week
 - Curates, evaluates, and adapts age-appropriate and theologically aligned curricula
 - Trains volunteers to share in the tasks of teaching and nurturing our young ones
 - Coordinates service-learning opportunities for young ones
- Participates in a monthly intergenerational worship service and collaborates on its design
- Works with the Pastor to create fellowship activities to build and deepen intergenerational relationships
- Works with lay leaders to reach out to visitors and potential new members with young children
- Competently navigates digital technology and is willing to learn new technologies as needed
- Maintains accurate filing and record-keeping for participants and volunteers

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

While performing the duties of this job, the employee is required to lift and carry up to 25 pounds on occasion. The employee must frequently reach, handle, feel, speak, and hear. The work requires routine walking, standing, bending, and carrying items weighing less than 25 pounds. The vision requirements include near acuity, far acuity, color vision, and depth perception.

Core Competencies

- **Teaching:** Curates effective learning plans that spark curiosity and wonder; instills an interest in the lifelong exploration of scripture, theology, and spiritual practices; uses a variety of pedagogical approaches (including visual, auditory, tactile, and embodied) to maintain interest and build connection
- **Creativity and innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work
- **Interpersonal skills:** Establishes compassionate working relationships with people of all ages, including children, their adults, volunteers, and staff; practices direct, honest, and transparent communication; employs the skills of active listening and openly accepts feedback; builds appropriate rapport while observing professional boundaries
- **Mission ownership:** Demonstrates understanding and full support of the mission, vision, and values of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, and values
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change, and achieves results through the efficient, creative, and responsible deployment of volunteers; engages people in their areas of giftedness and passion
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is learning to articulate a clear and consistent theology