

# Covenant Chapel

## Job Description

<b>Job Title:</b>	Director of Children's Ministries Full Time or <i>Co-Directors Part-Time</i>
<b>Ministry:</b>	Kidz Cove – Children's Ministry (Birth-Fifth Grade)
<b>Employment Type</b>	Full-time or part time if hired as co-director
<b>Length of Assignment</b>	Yearly Contract

## Job Purpose

- To use their gifts, talents and skills in the providing of organizational and visionary leadership for the children's ministry.
- To provide an environment for children and their families that encourages:
  - trusting Jesus Christ as their Savior
  - opportunities for corporate worship
  - their development as followers of Jesus Christ
  - the equipping and encouraging of children in reaching others with the gospel of Christ.
- To resource parents in the discipleship of their children and, also, in dealing with real world issues that children face.

## Responsibilities

- Leads the Children's Ministry with and through the Kidz Cove Leadership Team and volunteers
- Participates and leads Wednesday and Sunday programs according to the strategic plan
- Connect with, teach and inspire Children directly and personally
- Develops a strategic plan and budget annually; leads the development of all aspects of CC Children's Ministry
  - Oversees and ensures the recruiting and mentoring/training of volunteers and the Childcare Coordinator
  - Oversees and ensures the recruiting and mentoring/training of volunteers and the nursery, preschool, and elementary Sunday School teams
  - Oversees and ensures the recruiting and mentoring/training of volunteers for AWANA and VBS leadership
  - Maintains all teams, resources and supplies for ministry
  - Has semi-annual evaluations for ministry fruitfulness and effectiveness
  - On Sundays: main role to be out in the hall before and after services to meet parents, inside different rooms at different times to monitor teachers
- Meets with Associate Pastor for updating and evaluation of their responsibilities.

- Resources parents with information, parenting resources, counseling and training
- Encourages parents to be the primary disciplers of their children
- Oversees the implementation and adherence of all policies and procedures of CC
- Selects curriculum and trains leaders
- Develops teams of leaders who give leadership to special events that reach out to the children and their families that are both educational and/or outreach in nature
- Invests in personal and professional development
- Understands the strategic ministry plan of Covenant Chapel and synergizes with that plan when possible. Participates with the staff leadership team in developing church-wide plans – both short term and long term. Willingness to accept responsibilities and duties outside of their specific ministry. Plays an important role in developing church-wide strategies and may assist with their implementation.

## Success Factors

### HEART FOR GOD and PEOPLE

- Strong walk with Jesus, loves others well, great team player

### KIDS

- Ability to understand the unique ministry to children
- Has great passion and heart for children and their knowledge of and growth in the Lord

### LEADER/PERSONAL LIFE

- Team Builder
- Must be a Direction-Setter who can effectively guide the ministry into the future and create momentum and confidence (especially with adults)
- Proficient in volunteer communication, recruiting and a general manager of adults; relates well to many adults; communicates well; appropriately available to others
- Pursues priorities, delegates well, manages well and is well organized
- Leads meetings well; prepared, on time; priority agenda; brief
- Good interpersonal-communication skills; Highly connects with adults- creates and sustains highly motivated volunteer teams. Relationship on a team must be strong to be effective. Wins attenders quickly: energetic, filled with enthusiasm, cheerful, causes others to *want* to participate and engage. Solves conflicts well. Shows appreciation with sincerity
- Great curriculum and events requiring minimum management
- Generates resources via vision, efficiency, priorities (setting them and living within wisely accepted limits)
- Is a continual learner, seeking to grow in their understanding of children's and family ministry

### TEAM

- Values and contributes to the big picture vision of the Church
- Brings unity and consensus to a group – Makes sure everyone is heard

- Dependable and trustworthy – committed to values of honesty and loyalty
- Enjoys close relationships with others – works well in team situations
- Is able to accept change with a positive attitude
- Is sensitive to and able to keep confidences
- Communicates well on all levels: to superiors, peers, those reporting to them, and volunteers
- Encourages families to connect with CC, find community and grow through service and outreach

### Qualifications and Gifting Required

- **Experience:** Well experienced, gifted and referenced for highly effective, well managed volunteer-led Children’s Ministry. Experienced in working with children, teaching and in recruiting and leading volunteers. Strong commitment to personal-event-evangelistic outreach and missions is preferred. Minimum of three (3) years of experience preferred.
- **Education/Theology:** A degree related to early childhood, elementary, or family ministry is preferred. Is committed to the theology, principles, as well as, practices of the Evangelical Presbyterian Church.
- **Character:** Demonstrates a mature Christian faith. Will be a member in good standing with Covenant Chapel and the Evangelical Presbyterian Church.
- **Gifting:** Leadership, Teaching, Shepherding Care and Encouragement; Mercy (gives empathy well)

<b>Reports to:</b>	Associate Pastor
<b>Responsible for:</b>	Children’s Ministry from Birth through the Fifth Grade
<b>Pay Band:</b>	<b>Depends on full or co-position</b>
<b>Benefits:</b>	Medical Insurance, Life Insurance, 3 weeks vacation, 5% of gross income put into a 401K, Expense accounts for books and other ministry expenses, etc.
<b>Type of Position:</b>	Director Salaried: 40-50 hours/week

Consider: Utilizing the Children’s NETWORK meetings for training.