

 <b>Covenant</b>	<b>Job Description</b>
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<b>Job Title</b>	<b>Children's Ministry Leader</b>	<b>Incumbent</b>	
<b>Department</b>	<b>Children's Ministry</b>	<b>Reports to:</b>	<b>Senior Pastor</b>
<b>Exempt/Nonexempt</b>	<b>Nonexempt</b>	<b>Indirect Reports</b>	<b>Children's Elder</b>
<b>Date Written</b>	<b>9/27/23</b>	<b>FT/PT</b>	<b>PT</b>
<b>Last Revised</b>	<b>10/19/23</b>	<b>Written by:</b>	<b>Vicki Hahn</b>
<b>Approved On</b>			

**Job Summary:** The Children's Ministry Leader is responsible for the oversight of children's ministry at Covenant Church through programming meant to serve children from infancy through grade five.

The Children's Ministry Leader shall abide by the doctrines, policies, and practices of Covenant Church including its internal policies as well as its organizational and governing documents: the Constitutional documents of the Evangelical Presbyterian Church ([www.epc.org](http://www.epc.org)) consisting of the *Book of Order*, the *Westminster Confession of Faith* (including the *Larger* and the *Shorter Catechisms*), and the document "*Essentials of Our Faith*".

### **Purpose**

- To support the families and children of Covenant Church as they seek "to know Christ and to make Him known."
- To support the spiritual nurture, instruction, and training of the children with the goal that each child may come to a saving faith in Christ Jesus.
- To provide administrative assistance to Covenant Church's Children's Ministry as ministry leaders seek to cultivate a biblically rich, safe, secure, and fun environment.
- To ensure the observance of appropriate logistical and safety procedures.

### **Accountability:**

The Children's Ministry Leader has a direct reporting relationship to the Senior Pastor and an indirect reporting relationship to the Children's Elder.

### **Responsibilities:**

1. Prays daily for guidance and the presence of God's Spirit to inhabit and direct every aspect of the Children's Ministry at Covenant Church.

2. Provides oversight of all aspects of children's Sunday school, Wednesday night children's program, Children's Church.
  - Leads and supports volunteers throughout Sunday School, Children's Church, and Wednesday night children's activities.
  - Serves as the leader and/or teacher for components of Children's Ministry programming as time allows.
  - Recruits and trains teachers, assistants, substitute teachers.
  - Ensures background checks of all volunteers are conducted on a timely basis.
  - Reviews and selects appropriate curriculum.
  - Purchases, organizes, and maintains a list of supplies.
  - Makes provision for registration and check-in procedures for each ministry program.
  - Updates and maintains current registration for children's ministry classes and services.
4. Oversees the Nursery Team
  - Recruits and trains nursery staff and/or volunteers.
  - Schedules Nursery team ensuring that appropriate team members are present in keeping with Covenant's nursery care policy.
  - Ensures nursery guidelines are followed.
  - Maintains and approves all time sheets each pay period for paid nursery staff.
5. Supports children's participation in worship services by providing materials to assist families with young children in their participation in church services.
6. Provides continuous communication to congregation and families through email, Compass articles, Friday email blasts, text messaging, Facebook, and other forms of social media.
  - Provides monthly written reports to Session.
  - Chairs monthly Children's Ministries Committee meetings.
  - Attends weekly staff meetings.
7. Coordinates with Covenant Youth Ministry Leader to create multiple opportunities for a smooth transition from Covenant's Children to Youth programs.
8. Any other duties as assigned

<b>Knowledge, Skills, and Abilities</b>
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- Passion for God with an ability to share the *Good News* with truth, joy and energy
- Ability to relate exceptionally well to children
- Has a deep compassion, love, and interest in people of all ages
- Possesses excellent administrative, organizational, leadership, computer and social media skills
- Must have excellent written and verbal communication skills
- Ability to manage time and projects, meet deadlines, and to identify problems and bring forth solutions
- Is self-sufficient with independent drive and motivation

- Has ability to make decisions, prioritize, and multi-task
- Must have excellent interpersonal skills with the ability to foster relationships with children, parents, and volunteers and the ability to effectively maintain those relationships

### **Standards**

- Must possess a valid driver's license and acceptable driving record
- Must be able to pass the required periodic Background Check
- Maintain an excellent attendance record
- Maintain cooperative and collaborative working relationships with all staff

### **Education and Experience**

- Bachelor's Degree preferably in Childhood Education or Early Childhood Education or equivalent work experience
- Must be a Christian of active faith whose beliefs are in unity with Reformed Theology as taught by Covenant Church
- CPR certification and first aid certification required (National Safety Council).

### **Work Schedule**

This is a part time position (20 hours per week) and hours vary depending on the activities scheduled. The schedule may involve some evenings for classes, meetings and activities.

### **Contact With Others**

- Works closely with office staff to ensure excellent and timely communication to congregation.
- Works closely with families of children to ensure understanding of activities, goals, and objectives.
- Works closely with the Senior Pastor, Youth Leader, and Youth and Children's Elders to ensure effective partnering of activities and consistency and continuity of Bible principles and EPC policies and practices.

### **Supervisory Responsibilities**

This position supervises the paid Nursery staff as well as all volunteers working with children from infancy through grade five.

### **Equipment used in This Position**

This position should have understanding of Microsoft Word, Excel, phone, printer, and social media communication channels. Will be required to learn and operate the Planning Center software utilized by the church staff.

**Physical Activities and Work Environment:**

Must be able to see, hear, speak, finger, grasp, walk, stand, bend, and sit. Periodic travel by automobile may be required. This position is an office/classroom job and not exposed to adverse work conditions.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY PEOPLE ASSIGNED TO THIS CLASSIFICATION. THEY ARE NOT INTENDED TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED. NOTHING IN THIS JOB DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME.**

Incumbent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

P & P Member: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Session: \_\_\_\_\_

Date: \_\_\_\_\_