

Children's Ministry Director (CMD)

Community Covenant Church, Kearney, MO

PURPOSE To provide leadership and coordination for five core ministries to children: Sunday school, children's church, nursery, midweek program, and vacation Bible school (VBS). These ministries are in partnership with parents and assist parents in fulfilling their responsibilities to raise children in the Lord.

MUTUAL EXPECTATIONS

Hours: Total of 15 hours per week, to include:

Wednesday staff meetings 4-5:00 p.m.

Wednesdays 6-8:30 p.m., midweek program

Sundays 8:00 a.m. to 12:00 p.m.

Monthly: Children's Ministry Team meeting

Flexible: 6-7 hours weekly for lesson planning, recruiting, and administrative tasks

Paid Time off: One week (15 hours) after six months; Two weeks annually

Other Benefits: None

QUALIFICATIONS

- Have an active and growing faith in and relationship with Jesus Christ
- Understand and support the Christian faith as well as the mission of Community Covenant Church and our denomination (covchurch.org)
- Exhibit strong leadership and communication skills
- Possess a passion for children and families and the capacity for sustained activity
- Five years' experience working and/or volunteering in children's ministry preferred

RESPONSIBILITIES The following duties will be accomplished personally, or in some cases by trained volunteers:

- Recruit, lead and cooperate with the Children's Ministry Team
- Develop and maintain programs for Sunday school, children's church, nursery, midweek, and VBS
- Research, select, and distribute curricula
- Recruit, train, and schedule volunteer staff
- Lead children's church during the 10:30 service
- Conduct background checks on all children's ministry volunteers and staff; maintain documentation
- Ensure a safe and clean environment for children in accordance with church policies
- Communicate regularly with parents/families using various media (newsletters, social media, etc.)
- Assist families with tools and resources for the spiritual development of their children
- Encourage and pray for volunteers/staff
- Submit a monthly time log and work summary
- Maintain personal spiritual growth through Bible study, prayer and Christian community