

Job Description: Children's Ministry Director

POSTING COPY – January 2018

1. SUMMARY

This is a full-time position for the coordination and leadership of ministry to children and families (Birth-6th Grade). The Children's Ministry Director (CMD) is responsible for the development and implementation of the vision and strategy for Children's Ministry programs. It is desirable (but not required) that the CMD be a credentialed pastor with the Evangelical Covenant Church. The CMD serves under the coaching and supervision of the Senior Pastor.

2. RESPONSIBILITIES

Witness: By life and service to give evidence of personal faith in Jesus Christ. And through a biblically grounded ministry, to encourage the congregation to repentance and faith, spiritual growth, service and witness.

Worship: Participate in the worship life of ECC with occasional up-front responsibilities as assigned.

Presence: In accord with giftedness and personality, to "work the crowd" at times of ECC public gatherings as an encourager of relational connections within the ECC family – "spreading the joy of our life in Christ!"

Communication: Will strive toward excellent communication practices – returning calls, texts, emails (etc.) as appropriate; generally, within 24 hours.

Staff: Participate in weekly Staff Meetings, Mission/Vision gatherings, and other occasional meetings as mutually agreed upon with the Senior Pastor and/or Church Chair.

Care: The CMD will seek to establish trusting relationships with children and families – and shall be available to provide care for families as appropriate in coordination with the Pastoral and Care Teams.

Kingdom Ministry: As appropriate and in consultation with the Senior Pastor, the CMD is encouraged to engage ministry that blesses the broader Church. This shall include participation in the Northwest Conference Children's Ministry Network.

Ministry Leadership: The CMD is responsible for the development, organization, growth-vision and coordination of ministry to children from birth through 6th grade and their families. This position is responsible for providing a quality discipleship and outreach experience that is impacting, intriguing, fun, and nurtures discipleship at age-appropriate developmental stages. Overall, the purpose is to connect the unconnected to Christ and together grow in full devotion to him – creating a safe environment where all are welcome for the discovery of life and salvation in Jesus Christ is a high priority. Responsibilities include, but are not limited to:

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- Recruit and lead the Children's Ministry Team.
- Oversee the recruitment and training of volunteer leaders and helpers.
- Attend to the growing needs of young children and assess new methods for creating an irresistible culture of welcome and hospitality to current and new families.
- With the assistance of the Children's Ministry Team, evaluate and order challenging, age-appropriate curricula.
- Build a strong personal presence on Sundays and Wednesdays so families can identify and establish a trusting relationship.
- Regularly communicate program information (lesson themes and event details) with parents.
- Recruit leaders and facilitate the Vacation Bible School outreach program.
- Oversee the appearance of the Children's Ministry areas to ensure a welcome environment for children and families.
- Draft and administrate the Children's Ministry Budget.
- Work closely with the Children's Ministry Team to collect and maintain enrollment records, including health information attendance and screening of volunteers.
- Serve as a member of the Safe Church Committee while helping to ensure safety guidelines are met.

Additional ECC Ministry: Ministry at ECC that exceeds this job description may be taken on in consultation with the Senior Pastor.

3. QUALIFICATIONS

Membership: The CMD shall be or become a member of ECC.

Education/Experience: A Master's degree and Children's Ministry leadership experience are desirable.

[POSSIBLY] **Credentialed** and in good standing with the Board of the Ordered Ministry of the Evangelical Covenant Church.

Committed to the Affirmations of the Evangelical Covenant Church (including the support of women in ministry); the professions of the Apostles Creed; the Mission Statement of Excelsior Covenant Church and the Covenant Resolution on Human Sexuality.

4. CONSIDERATIONS

Hours: This is a full-time position, assuming a minimum 40-hour workweek.

Time Away: Personal time away from ECC and/or ministry in other settings: up to 4 weeks/year (including 4 Sundays), plus up to 2 weeks away for non-ECC ministry and/or study leave (including 2 Sundays). Time away shall not

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include Holy Week, Vacation Bible School program, Homecoming Sunday, or Christmas Eve. Time away shall be cleared in advance of commitments with the Senior Pastor in consideration of the ECC ministry calendar.

Salary: Commensurate with education and experience.

Benefits: Individual Medical Plan

[IF CREDENTIALLED]

Covenant Church's Bethany Benefits Medical Plan

Covenant Minister's retirement contribution

Non-commuting ministry mileage, hospitality, and
books/educational expenses reimbursable per final contract.

[IF CREDENTIALLED]

Personal development and networking: In support of personal growth and connectedness to the broader Evangelical Covenant Ministerium, ECC shall pay up to \$1,500/year for attendance (registration/lodging/food/travel) at the following events:

Covenant Midwinter Conference

Northwest Conference Annual Ministerium Meeting

Northwest Conference Ministerial Fall Retreat

Supervised by: Senior Pastor

Ministry support by: Mutual Ministry Committee