

## COMMUNITY COVENANT CHURCH

**Job Title:** Director of Children's Ministry

**Revised Date:** December 2008

**Position Overview:** The Director of Children's Ministry (DCM) shall provide oversight and hands on leadership for ministries focused on children from birth through sixth grade. This includes, but is not limited to: Nursery, Wee Worship, Sunday School, Registration Centers, CLC, Preschool/PDO, VBS, RFKC, Christmas Pageant, Covenant Kids Camp, Worship Helps, and Family Special Events. This shall be a permanent, part-time, salaried position.

**Supervision Received:** The DCM shall be accountable to and work collaboratively with the Children's Committee. The DCM shall be under the direct supervision of the Associate Pastor for Christian Education.

**Supervision Exercised:** The DCM shall be the direct supervisor of the Preschool/PDO Director. The DCM shall be an active member of both the Children's Committee and the Preschool/PDO Board.

### **Essential Duties and Responsibilities:**

1. Provide oversight, create vision and coordinate the direction of children's ministries.
2. Work together with the Children's Committee Chairperson to recruit coordinators for each major area of ministry.
3. Facilitate communication between ministry areas regarding shared space, volunteer needs, calendar, and scheduling issues.
4. Ensure adequate attendance record keeping and updating of database.
5. Reach out to newer families and encourage integration into the life of our church.
6. Administer the Reduce the Risk of Abuse Policy for children's ministries: receive and process paperwork, conduct reference and criminal record checks and pre-ministry interviews, post updated volunteer lists, and work to ensure coordinators are accountable for upholding the policy.
7. Research and recommend developmentally and spiritually appropriate curriculum.
8. Provide personal encouragement and specific training opportunities for all children's ministry volunteers.
9. Keep hands-on involvement through regular classroom contact and interactions with children and staff.

10. Meet regularly with the Associate Pastor for Christian Education to receive support and supervision and to be sure the concerns of the children's ministry are fully integrated into the total ministry of the church.

11. Participate in weekly church staff meetings and as requested by the Church Chairperson attends council-related sessions.

**Additional Responsibilities:**

**Qualifications – Education and/or Experience:** The Director shall have hands-on experience with children, and in organizing and supporting projects and people. The Director shall preferably have a Bachelor's degree in elementary or early childhood education, or equivalent work.

**Knowledge, Skills and Abilities:** Gifts essential to this position are organization and administrative skills, teaching, encouragement, recruiting ability, good communication skills and a love for children and their parents. The Director shall have demonstrated integrity, confidentiality, honesty, and hard work. The Director shall love the Lord Jesus Christ and demonstrate integration of life and faith in God. The Director must be able to work in partnership with the Associate Pastor for Christian Education and in full collaboration with the Children's Ministry Committee. The Director shall become or already be a member of CCC and an active participant.

**Essential Physical Requirements:**

- Ability to work on multiple tasks with timelines.
- Pleasant and clearly understandable phone voice.
- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry 10 lbs.
- Ability to operate computer and other equipment in the office.

*Approved by church council Dec. 07.*