

The Covenant Presbyterian Church
Director of Children's Ministry
Position Description

Covenant Presbyterian Church, a member of the Presbyterian Church in America (PCA), is located in Saint Louis, Missouri.

Purpose:

The Director of Children's Ministry provides direct oversight of the children's ministries of The Covenant Presbyterian Church and other duties as assigned by the Senior Pastor.

Profile:

Ministry passions include:

- Loves children: passionate about seeing kids grow spiritually
- Spiritual maturity: by God's grace, seeks to model godly living to children
- Creative thinker: injects good balance of fun and play into ministry
- Gifted communicator: excels at explaining God's truth to children
- Good manager: able to lead volunteers and manage resources and administrative tasks

Ministry goals include:

- Investment: willing to make 5-year commitment to provide stability
- Teamwork: desires to be part of ministry team
- Initiative: capable of being ministry leader with minimal guidance

Primary Duties and Responsibilities:

This position is responsible for ministry to children from pre-K through grade six. The primary objectives are lead the church in evangelizing and discipling children and serving as a resource to parents and families in order to assist them to develop godly Christian homes. These duties fall into three main categories: leadership, discipleship and administration.

Leadership:

- Serve as a liaison to the pastoral staff and appropriate ministry leaders to cast vision for ministry and to ensure that children are integrated into all church ministries to the degree possible;
- Provide general oversight for the following ministries: children's Sunday school, children's worship, Covenant Kids (Wednesday night), Code 56 (5th and 6th grade ministry), Vacation Bible School, children's library, and Scripture and catechism memorization;
- Oversee special children's ministries events as appropriate (Fall Fest, Code 56 Lock-in, 3rd/4th Grade Game Night, and other special events).
- Attend staff meetings;

Discipleship:

- Recruit, train and develop a team of adult leaders who have a passion for shepherding and discipling children;
- Work with the pastoral staff and ministry volunteers to review and select curriculum materials and educational tools for each of the children's ministries programs;

Administration:

- Develop and implement safety and other policies for children's ministries;
- Work with the church Office Manager and Head of School to ensure appropriate use and maintenance of children's ministry area, to include:
 - Smooth transitions between school and ministries functions;
 - Maintaining a neat and organized children's ministry space;
- Provide for adequate and appropriate communication to parents and others in the church community regarding the children's ministries;
- Maintain an accurate inventory of equipment and supplies and purchase additional supplies as needed;
- Oversee the development and implementation of the children's ministries budget;
- Provide a monthly report of children's ministries activities to the Session;

Qualifications:

- 3-5 years of experience in elementary education or children's ministry preferred, but not required;
- Biblical or theological education (either B.A. or Masters), including being in process of degree completion, preferred, but not required.
- Must pursue membership at Covenant Presbyterian Church, once hired.

For more information, please contact Georgann Hancock at georgann@teamjha.com or Covenant Presbyterian Church at (314) 432-8700.