

Covenant Church

Position Description

Position Title: Children’s Ministry Coordinator

Time Scope: Part-Time (25-29 hours/week)

Reports To: Executive Pastor (Jonathan Culley, jculley@covenantpalmbay.org)

To apply for this position, go to www.covenantpalmbay.org/apply.

SUMMARY

Coordinate the overall operation of the Children’s Ministry by ministering to (1) children in our church (grade pre-k – grade 4), (2) their parents, and (3) guest families and their children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Big Picture
 - a. Work with the Director of Family Ministry to develop goals and strategies for the advancement of Children’s Ministry.
 - b. Envision and implement ways that our children’s ministry can grow our children into healthy disciples in age-appropriate ways, while activating or assisting their parents in their God-given roles of raising up disciples in their own homes.
 - c. Envision and implement ways that our children’s ministry can provide a warm welcome to new and visiting families and partner with other departments to reach out to unchurched families in our surrounding community.
2. Programs and Leadership
 - a. Direct the planning, operation, and evaluation of the all official programs, including children’s big group worship (Sun mornings), discipleship groups (Wed nights), communicant classes (seasonal), and other special events.
 - b. With the help of the Family Ministry Leadership Team, recruit helpers and leaders from across the congregation to assist in the overall operation of all aspects of the children’s ministry. Ensure they are appropriately screened and qualified.
3. Relationships and Collaboration
 - a. Communicate consistently with parents and provide the tools they need for spiritual leadership of their own children. Be especially sensitive and helpful to unbelieving parents,

spiritually underdeveloped parents, single-parent homes, or dysfunctional situations that may require an extra touch of care, instruction, and encouragement.

- b. Always be on the lookout for new, visiting, or fringe families. Keep reasonable contact with new or hurting families. Intentionally help families connect to the various other ministries of our church as much as possible. Ensure the values of intentional hospitality and “customer service” permeate the culture of the entire children’s ministry team.

4. Administration

- a. Oversee check-in/check-out processes for all children’s ministry programs and events, ensuring a high level of safety, accountability, and professionalism. This should result in parents having a high trust and comfort factor that their children are well cared for.
- b. Oversee the selection and implementation or creation of curriculum for all Children's Ministry programs and events.

5. Personal and Professional Development

- a. Build in healthy rhythms of self-care, including nurturing your own soul, mind, body, relationships, and emotional life. Effectively balance work, family, and personal aspects of life. Let your relationship with God drive you to ministry, not the other way around.
- b. Actively seek to learn and sharpen your professional skills. Read books related to your calling and position. Pursue seminars, conferences, or similar professional development opportunities as much as possible.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

A college or seminary degree in children’s ministry or Christian education is preferred, but not required. More important than the content of the college degree is experience in a medium-to-large church setting where a variety of approaches to children’s ministry were consistently demonstrated. Involvement in a children’s ministry that focused on growing young disciples (not just creating fun worship experiences) is highly preferred. Experience working with unchurched families or interacting with prospective families is desirable.

QUALIFICATIONS: CHARACTER AND COMPETENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The primary qualifications for this position are as follows:

- A spiritually mature individual who is proficient in communicating God’s Word, is evangelistically-minded and assents to the tenets of Reformed Theology

- Must be a leader—able to cast vision, recruit, train, inspire, motivate, and evaluate volunteers and staff; able to build a strong, healthy team
- Strong interpersonal and communication skills (written and verbal)
- Passionate and heartfelt concern for both church and unchurched children and families
- A highly energetic and hard-working individual who is committed to getting the job done
- Possesses a positive, can-do attitude
- Demonstrable ability to creatively envision and execute programs and events that help children worship God, grow in their faith, and use their gifts for God’s kingdom
- Practical problem-solver who solicits advice and input from other staff and team members
- Engaged co-worker who strengthens staff cohesion and effectiveness
- An absolute commitment to excellence, professionalism, and safety
- Solid time management skills and organizational abilities; ability to coordinate several activities at once and to quickly analyze and resolve specific problems is important
- A high degree of flexibility and self-control in stressful situations and environments
- Ability to meet deadlines and be punctual for meetings
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently and not require a lot of daily coaching
- Must be a Christian who supports our overall church vision. Must be or become a member of our church

ABOUT COVENANT

Our MISSION is to *“bring Gospel-restoration to people’s deepest needs and our broken world.”*

Our VALUES describe what is most important to us as a church:

1. **Living Authentically** – In a world of guilt and shame, we share together in the grace of God as we repent of our sins and heal from our wounds.

Demonstrated by:

- We preach the gospel to ourselves
- We are a safe place to be broken
- We cultivate an atmosphere of grace
- We pursue honest, redemptive relationships

2. **Praying Dependently** – In a world of self-reliance, we find power when we look to God rather than to ourselves.

Demonstrated by:

- We pursue daily, personal worship of God in Word & prayer
- We are led by the Holy Spirit personally in our decision-making through prayer
- We become humble by trusting God’s sovereignty
- We grow in faith by asking and receiving from God

3. **Proclaiming Graciously** – In a world of arrogance and hypocrisy, we declare the absolute truth of God’s Word and its message of gospel grace with boldness and kindness.

Demonstrated by:

- We are convinced that God’s Word is absolute truth
- We are winsomely reformed in our preaching, teaching, and worship
- We are relationally focused in our evangelism
- We are Reformed-Evangelical in our expression

4. **Connecting Intentionally** – In a world of isolation and loneliness, we deliberately invite people to experience gospel community with us.

Demonstrated by:

- We live out radical hospitality in our church and in our homes
- We are a culture of bringers and inviters
- We disciple in the context of Biblical community
- We are a church that intentionally connects with our city

5. **Caring Genuinely** – In a world of apathy and selfishness, we care for the deepest needs of people.

Demonstrated by:

- We care for each other’s needs through our small groups
- We share practical help for those with practical needs
- We minister to the hurting through care ministries in our church and community
- We embody a Christ-centered approach to recovery and counseling

6. **Multiplying Concentrically** – In a world of hopelessness, we share the good news of the gospel to see people come to know Jesus as Savior across the street, across the tracks, and across the ocean.

Demonstrated by:

- We seek multiplicative growth of the family of God
- We share the gospel through personal evangelism and acts of compassion
- We raise up leaders to grow the kingdom and to church plant
- We are on mission locally and globally
- We live out the gospel where we live, work, and play