

## **NPC Children's Ministry Coordinator Job Description**

New Covenant Presbyterian Church in Aiken, South Carolina, is seeking a Children's Ministry Coordinator to work alongside the Senior Pastor, staff, officers, and members to help further the church's mission. NPC, a church with an average attendance of over 200 people, strives to declare and display the life transforming grace of Jesus Christ in all of life.

### **Position Overview:**

The Children's Ministry Coordinator at NPC is responsible for facilitating the development and administration of the ministry of Christian education and discipleship for children (infants through fifth grade). This will include the overall operation of children's ministry including nursery, Sunday School and Children's Church as well as special events. The ideal candidate will resource, equip, encourage, and cast vision for the parents and members of NPC, as we seek the spiritual growth and discipleship of our children with an outward face towards our community.

### **Knowledge, Skills, and Abilities:**

1. Spiritual Maturity
  - Must be a Christian who confesses Jesus Christ as his/her personal Lord and Savior and expresses their commitment to Christ through their actions and lifestyle.
  - Maturity in Christ: As evidenced by the fruit of the Spirit and demonstrated track record with present and past relationships.
  - Possess a strong knowledge of scripture and reformed theology—particularly a reformed understanding of the covenant family.
  - Teachable spirit and willing to work under the oversight and direction of the senior and associate pastor.
2. People Skills
  - Must love and relate well with all children.
  - Must be an encourager to parents with children 0 years – 5th grade.
  - Able to recruit, train, inspire, and encourage teachers and volunteers; able to provide support, creative solutions, and intervention when necessary.
  - Self-motivated and enthusiastic team player: self-starter and initiator of ideas and activities.
  - Able to handle conflict well (ex. when volunteers don't show up, when volunteers must be let go, when volunteers are upset with each other, etc.).
  - Able to equip others so they are resourced and empowered to walk more fully in their gifts and abilities.
  - Flexible to a variety of changing events, schedules, and priorities.
3. Administrative Capacity
  - Computer literate with knowledge of Internet and Microsoft Office preferred. Willing to learn other platforms used by NPC.
  - Possess excellent communication and creative relational skills using appropriate mediums such as email, telephone, letters, website, and face to face conversation.
  - Possess strong planning, organizational, and administrative skills.
  - Ability to manage multiple projects simultaneously.
4. Preferred experience and training
  - Possess knowledge of child development, including children with special needs.

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- Education or training in childhood education preferred.
- Experience in teaching Sunday School, Children's church, or other experience working with children infants through fifth grade.

### **Essential Functions:**

- Coordinate and implement ministries that serve the children of the church, foster their integration into the church, and seek their spiritual growth.
- Form and provide leadership for a Children's Ministry Team to develop and implement a comprehensive vision for ministry to children in line with the vision of NCPC.
- Recruit, mobilize, and equip church members who have a heart of compassion for children to actively minister within NCPC's children's ministry.
- Pursue the discipleship of children in the church by supporting and encouraging parents and teachers.
- Cultivate a hospitable atmosphere for visiting families in our community in all aspects of children's ministry.

### **Responsibilities will include, but are not limited to:**

- Prayer for children and families in the church.
- Contact new families with children after the Sunday they have visited, welcome them to New Covenant, and answer any questions they may have.
- Meet weekly with church staff, additional meetings as needed.
- Coordinate weekly, monthly, and seasonal operations to ensure cohesiveness in ministry to children including: nursery, children's church, Sunday School, VBS, etc.
- Recruit, mobilize, and train members who have a heart of compassion for children into a group actively ministering to children.
- Partner with parents in the spiritual growth of their children by sharing resources, tools, and planning events to assist them.
- Ensure that appropriate policies related to children are written and effectively implemented.
- Maintain children's ministry budget.
- Evaluate and oversee all curriculum used in children's ministry under the supervision of the session of elders.
- Order and organize curriculum and supplies as needed.
- Work alongside pastoral staff and other leadership to utilize volunteers appropriately, integrate new visitors and families, and develop new ministry strategies/vision as needed to help NCPC fulfill her calling.
- Work with special needs children and families closely to meet spiritual and practical needs, as it is possible.

### **Commitment:**

15-20 hours per week. Flexible hours with the understanding that Sundays and some evenings will be required, along with some hours in the church office, and participation in regular staff meetings.

\*There will be a short transition phase for the current children's ministry coordinator to help onboard our new children's ministry coordinator.

**Remuneration:** Salary commensurate with education, experience, and ability