

12915 Kingston Pike
Knoxville, TN 37934
865-671-1885

www.christcov.org

PRINCIPAL FUNCTION:

This is a ministry position with the responsibility for the oversight and leadership of the Children's Ministry ages birth through fifth grade.

JOB RESPONSIBILITIES:**LEADERSHIP**

- Oversee all programming and ministry for children ages birth through fifth grade.
 - Sunday mornings
 - Wednesday nights (Children's Choir and Kids Connect)
 - Summer programming
 - Special events (such as Father Daughter Tea, Easter Egg Hunt, Mother Son mini golf/go kart event, 5th grade field trip, summer movies and bubble party, family pumpkin patch evening, Lady Vols game, Birthday party for Jesus)
 - Baby Baptism
 - Music Camp/VBS
 - Communicant's Class
 - Sonlight Academy
 - Junior Leaders
- Recruit, train, pray for, and involve new Children's Ministry staff and volunteers.
- Communicate consistently with parents.
- Provide parents with the tools they need for the spiritual leadership growth of their children.
- Provide leadership and direction for the assimilation of children with disabilities, behavior challenges, and diverse backgrounds.
- Maintain a strategy for reaching and assimilating new children and families.
- Work with the Missions and Outreach Ministry Director to involve families in local & global missions.
- Support all parenting seminars.
- Attend all staff meetings and retreats.

ADMINISTRATION

- Supervise, train and direct paid Children's Ministry staff.
- Prepare Gospel Project curriculum for elementary Sunday school and Wednesday night Kids Connect classes.
- Ensure that the Children's Ministry web page is current.
- Post pictures and announcements weekly to all media outlets.
- Create and effectively manage the ministry's budget.
- Track and report weekly attendance numbers.
- Implement and maintain the child protection policy and execute an appropriate safety and security procedure for the ministry. Collaborate and plan with the safety team of the church.
- Participate in training opportunities and continuing education.
- Attend all Safety meetings, CPR, Stop the Bleed courses, etc.
- Attend monthly local Children's Ministry Cohort meetings and trainings.

OTHER RESPONSIBILITIES

- Meet regularly with the Staff Leadership Team to discuss effectiveness.
- Meet regularly to collaborate and plan with the Children's Ministry paid staff.
- Provide shepherding care for children and families within the church including hospital visits and follow-up.
- Partner with Youth Ministry staff to develop appropriate steps for transitioning kids into Youth Ministry.
- Fellowship with Children's Ministry staff and their families.

ACCOUNTABILITY:

Accountable to the Director of Young Adult and Family Ministry and the Lead Pastor for day-to-day performance and to the Session for performance related to the Principal Function.

HOURS:

Primarily regular office hours Monday through Thursday. However, because of the demands of the job, the Children's Ministry Director will find it necessary to spend Wednesday evenings and time working outside of the normal office hours. Therefore, by agreement of the Lead Pastor, the Children's Ministry Director will be allowed to maintain a flexible office schedule when needed.

EXEMPT:

Christ Covenant will provide a base salary with benefits.

JOB SKILLS AND QUALIFICATIONS:

- Bachelor's Degree in Early Childhood, Child Development, and/or Early Childhood Education/Elementary Education
- Experience in teaching and/or leadership in Children's Ministry
- Understanding of the PCA's doctrinal and theological beliefs
- A growing relationship with Jesus Christ
- Be member of Christ Covenant Church
- Demonstrates a love for children
- Can teach kids from God's word, articulating the gospel
- Strong team player and collaborator
- Creative
- Organized
- Flexible
- Demonstrates leadership
- Relationship builder
- Prayer warrior
- High energy

To apply, contact Seth Hammond at shammond@christcov.org or 865-671-1885.