



616 Prospect Ave. • West Orange, NJ 07052  
Phone: 201-648-5417 • Web: [www.covenantnj.com](http://www.covenantnj.com)

### **Job Description for Children's Ministry Director**

Title: Children's Ministry Director  
Job Status: Part-time  
FLSA Status: Exempt  
Schedule: 15-20 hours per week  
Reports to: Session with day-to-day oversight from Senior Pastor  
Salary: Commensurate with experience

#### **POSITION SUMMARY**

The Children's Ministry Director leads and develops Covenant Fellowship Church's ministry to children (toddlers–5th), ensuring biblically faithful, gospel-centered teaching aligned with the church's theology and mission. This individual will recruit and equip volunteers, partner with parents, and cultivate a joyful, safe, and Christ-centered environment where children are disciplined and grow in their faith.

#### **QUALIFICATIONS**

- Commitment to Christ and the Reformed faith as set forth in the Westminster Standards;
- Passion for ministry to children and their families;
- Experience in teaching or leading children's ministry or education;
- Strong organizational, relational, and communication skills.

#### **RESPONSIBILITIES & DUTIES**

##### **Teaching (40%)**

- Lead worship for Covenant Kids (K-5th) including praise, message, and crafts/activities;
- Lead quarterly outings or other special events for Covenant Kids.

##### **Leading (30%)**

- Provide vision, planning, and coordination for all children's ministries;
- Recruit, train, and support volunteer teachers and helpers;
- Develop and maintain safe, engaging ministry environments;
- Maintain and periodically review policies and procedures for children's ministry;
- Encourage and equip parents to be the primary disciplers of their children;
- Coordinate ministry schedules, supplies, and classroom spaces.

##### **Other (30%)**

- Oversee and lead annual events (e.g., Hallelujah Night, Christmas and Easter presentations, church retreat, Vacation Bible School);
- Attend weekly staff meetings.

#### **APPLICATION**

To apply, please send a cover letter, resume, and a list of three references to [admin@covenantnj.com](mailto:admin@covenantnj.com). Applications will be reviewed on a rolling basis.



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### **ABOUT COVENANT FELLOWSHIP CHURCH**

CFC is a gospel-centered, loving community that aspires to joyful obedience to the Lord, expressed through gospel-advancing acts of faith. As disciple-making disciples, we aim to participate actively in the Kingdom-building process by winning people to Christ and growing them up in Christ, to live out our vision to see lives transformed by the gospel of Jesus Christ. CFC is a member of the Presbyterian Church in America (PCA). Located in West Orange, New Jersey, a suburban township within commuting distance to New York City, we are currently a mid-sized congregation that is predominantly Asian American and growing in ethnic diversity.

Our purpose as a church is identical to our purpose as individual believers. In the words of the Westminster Shorter Catechism, that purpose is to glorify God and to enjoy him forever. Our vision is to see lives transformed by the gospel of Jesus Christ. To see that vision accomplished, our church focuses on four core values summarized by the acronym G.L.A.D.:

- Gospel-centered Biblical truth: We trust and treasure our Lord Jesus Christ and endeavor to center all of our ministries and lives in Him, guided by Scripture, the living Word of God.
- Loving community: We are a church family, unified in Christ, committed to helping one another live out God's will for our lives and to loving one another the way that He has loved us so that the world might know that we are His disciples.
- Acts of faith: We aspire to joyful obedience, bearing the fruit of the Spirit and shining the light of the gospel into every sphere of life, to all nations, and to the ends of the earth.
- Disciple-making disciples: We aim to participate actively in the Kingdom-building process of 1) winning people to Christ (evangelism); 2) growing them up in Christ (discipleship); and 3) sending them out to proclaim Christ for the sake of making new disciples.

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