

## **Part-time Children's Ministry Coordinator Faith Formation Committee, Covenant CRC**

### **Details:**

Hours: 20 hours/week

Work Location: from home and shared office space at Covenant

Salary: based on qualifications and experience

### **Responsibilities**

#### Leading

- Coordinate Sunday School program (see separate Sunday School coordinator position description below)
- Develop and maintain a program to provide mentoring relationships for all school-aged youth, including mentoring relationships related to profession of faith
- Create and develop new children's ministries and events that promote the faith formation goals of Covenant
- Develop relationships with children and youth at Covenant and encourage their continued participation in Covenant ministries as they grow
- Encourage a sense of belonging among all children and youth at Covenant and incorporate children more fully into the ministry and life of the church
  - create opportunities for children to take on purposeful and meaningful roles in (the leadership and support of) Covenant ministries
  - organize birthday cards to all the kids in Children's Ministry programs
- Work with ministry staff, volunteer ministry leaders, and the Faith Formation Committee to establish goals for children's ministries at Covenant

#### Equipping

- Identify and resource training opportunities for volunteer ministry leaders
- Encourage future leaders through recruitment, mentoring, and training opportunities

#### Supporting

- Provide organizational, resource, and logistical support for all children's ministry programs at Covenant as needed
- Serve as a member of the Faith Formation Committee and provide support for the faith formation goals of the committee and the church as needed
- Assist volunteer ministry leaders in the implementation of Covenant's faith formation goals,
  - e.g., encourage intergenerational relationships by providing resources and suggestions for intergenerational events and activities within the ministries.
- Serve as a member of the Covenant Camp committee and provide organizational, educational, and advertising support for the Covenant Camp as needed

#### Administering

- Assist the Safe Church Administrative Team to ensure that ministries and volunteers follow Covenant's safe church policies; assist in the revision of safe church policies as needed
- Assist ministry leaders in evaluating programs as needed
- Submit an annual budget for children's ministry programs
- Provide regular reports to the elders
- Provide annual reports to the congregation

### Growing

- Pursue professional development in children's ministry, including regular participation in denominational webinars, courses, and other training opportunities
- Demonstrate a commitment to growing in Christ and developing a Reformed theological perspective

### **Qualifications**

- Children's ministry leadership experience in a church setting
- Excellent organizational skills
- Excellent people skills—displays positive relationships with children, parents, ministry volunteers, and volunteer leaders
- Effective coaching/mentoring skills
- Effective communication skills
- Models servant leadership
- Member of Covenant CRC (or willing to become a member)

June 2021