

**Position:** Co-Director of Children's Ministries, Recruitment and Relationships  
**Classifications:** Part Time, Program Staff, Exempt  
**Reports To:** Associate Minister of Education  
**Supervises:** Nursery Personnel

*Covenant Presbyterian is a dynamic Christian community that gladly invites all people into a transformational experience of faith; boldly proclaims the gospel; bravely works toward a whole and just world; and passionately nurtures discipleship.* To learn more about the life and ministry of the church visit [www.covenantpresby.org](http://www.covenantpresby.org) and to apply email [covenantcltjobs@gmail.com](mailto:covenantcltjobs@gmail.com)

## **JOB SUMMARY**

Covenant Presbyterian Church in Charlotte, NC is seeking a Co-Director of Children's Ministry. The Co-Director of Children's Ministry will have the opportunity to work with a dynamic education staff team and volunteer leaders to lead a vibrant children's ministry. This will include overseeing Sunday School, an exciting Wednesday evening fellowship and learning opportunity, milestone events, and opportunities to connect with parents to support raising children in faithful ways.

## **Essential Functions**

In conjunction with the lay leadership teams, has primary responsibility for the following:

- Recruit Sunday School teachers and volunteers for early childhood and elementary education programs
- Recruit, supervise, and support nursery care workers, provide childcare for church activities, as needed
- Develop, plan, and lead a dynamic Vacation Bible School for the community
- Plan and provide opportunities for parents to connect socially and build community
- Serve as primary staff liaison for the early childhood education committee and secondary staff liaison for the elementary education committee
- In partnership with Co-Director, engage members of the congregation in children's ministry
- Design, recruit, and coordinate Wednesday night children's programming (BLAST) from January-April
- Alternating with Co-Director, lead chapel for the Covenant Preschool and Child Development Center
- Collaborate with Co-Director for weekly Sunday morning staff coverage

## Other Responsibilities

- Participate in regular education staff meetings and other staff meetings
- Work in conjunction with the Director of Middle School Youth Ministries and Director of High School Youth Ministries/College Ministries to provide effective leadership and direction to the overall education program.
- Coordinate to link families with needed pastoral services at the church and apprise ministers of needed care.

## Minimum Qualifications

- Four-year college degree
- Excellent communication and Strong organizational skills

## CORE COMPETENCIES

**Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

**Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

**Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; can articulate a clear and consistent theology.

**Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology, and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.

**Vision and Purpose Management:** Establish a clear, achievable and compelling vision and core purpose; articulates possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone.

**Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

**People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

#### **PHYSICAL DEMANDS**

Requires sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally.

Requires hand-eye coordination and manual dexterity sufficient to operate a PC, photocopier, calculator, typewriter and other office equipment.

Requires normal and/or correctable range of hearing and vision.

#### **WORK CONDITIONS**

Work in office environment, involving contact with staff and the congregation.

Work may have deadlines, multiple interruptions, high volume and may be stressful at times.

***This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.***