

Libertyville Covenant Church
Job Description
Director of Children's Ministry

Objective:

To provide godly leadership in a strong and healthy children's program, where children are led into a personal relationship with Jesus Christ through Biblical teaching, and nurtured in areas of worship: becoming Christ-like, forming Christian friendships, gaining Biblical understanding, learning about missions, and developing leadership skills.

QUALIFICATIONS:

1. Have a personal relationship with Jesus Christ and show evidence of continuing growth in spiritual life.
3. Have a desire to teach and mentor children with patience and an accepting heart.
4. Demonstrate and develop deep and meaningful relationships with children.
5. Demonstrate ability to be firm and gentle simultaneously, particularly in disciplinary issues.
6. Experience in Christian Ministries with children.
7. Excellent relationship-building skills with parents, children and lay volunteers
8. Excellent oral and written communication skills
9. Ability to recruit, supervise, motivate, train, and organize lay volunteers
10. Ability to initiate tasks and follow through on details
11. Ability to work as an effective team member with staff and lay volunteers
12. Preferably have a degree in Education, Biblical Studies, or a related field.

ACCOUNTABILITY:

1. Responsible to the Christian Formation Committee and the Church Council.
2. Reports to the Associate Pastor to Youth.
3. Participates in staff meetings and Christian Formation Committee meetings.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Responsibility for the oversight, support, and leadership of the Children's ministries that include: Sunday School, Wednesday Kids Club, Children's Church, Special Events.
2. Scheduling and Coordination of volunteers
3. Coordinate and Communicate Children's ministry yearly calendar
4. Choose curriculum for Sunday School classes
5. Monitor and Coordinate classroom materials, and clean-up
6. Recruit, train, and pray for children's ministry volunteers.
7. Create and effectively manage the ministry's budget.
8. Communicates to the church through announcements, newsletter and website.
9. Communicate consistently with parents as well as provide the tools they need for spiritual leadership
10. Monitor the implementation of the Church's child safety policies and procedures.

SALARY: Hourly rate, approximately 25 hours per week.