

Libertyville Covenant Church ([www.libcov.org](http://www.libcov.org))

2020 Job Description  
**Director of Children's Ministry**

**OBJECTIVE:**

To provide Godly leadership in a strong, loving and healthy children's program, collaboratively with families and in conjunction with LCC nursery, youth and adult ministries - where children, whether churched or unchurched, are led into a personal relationship with Jesus Christ through Biblical teaching; nurtured in areas of worship and service; becoming Christ-like, forming Christian friendships, gaining Biblical understanding, learning about missions, living Biblically, and developing leadership skills.

**QUALIFICATIONS:**

1. Personal relationship with Jesus Christ; commitment to prayer / ongoing spiritual formation.
2. Supports and agrees to the LCC, Central Conference, and Evangelical Covenant Church statement of faith and mission.
3. Desire to teach and mentor children with patience and an accepting heart.
4. Demonstrate and develop deep and meaningful relationships with children and families.
5. Demonstrate ability to be firm and gentle simultaneously, particularly in areas of discipline.
6. Will become an active member of LCC.
7. Experience in Christian Ministries with children.
8. Excellent relationship-building skills with parents and lay volunteers
9. Excellent oral and written communication skills
10. Ability to recruit, supervise, motivate, train, and organize lay volunteers
11. Ability to initiate tasks and follow through on details on a self-monitored basis.
12. Ability (and desire) to work as a deeply collaborative team member with staff, lay volunteers, and the church body as a whole.
13. Ability to vision and implement needed resources to meet the needs of children and families.
14. Preferred education/degree in Education, Biblical Studies, or a related field.

**ACCOUNTABILITY**

1. Ultimately responsible to the Christian Education and Discipleship (CED) leadership team and to the Church Council.
2. Direct report to the Associate Pastor to Youth, as we seek to strengthen the continuum of ministry from Nursery -> Children's Ministry -> Youth Ministry
3. Active participation in LCC staff meetings and CED leadership team meetings.
4. Meet with Mutual Ministries team on a regular basis for encouragement and accountability.

**JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Responsible for the leadership, visioning, oversight, and support of LCC Nursery & Children's ministries including Sunday School, Wednesday night Kids Club, Children's Church, and occasional retreats / special events. Nursery leadership is expected to consist of oversight & planning, with separate funds available to pay stipends to qualified Nursery workers, if required.
2. Recruitment, scheduling, training, coordination and monitoring of volunteers.
3. In partnership with the CED leadership team, selecting curriculum for all children's ministries in alignment with the overall LCC ministry vision. Each year we designate an annual theme upon which we align mission activities. 2019/2020 is the year of Discipleship.
4. Develop and communicate the Children's Ministries calendar.
5. Empowered to lead, with an expectation of active collaboration with CED and Pastoral staff – developing future visioning for Nursery & Children's Ministry in alignment with Youth Ministry and the broader congregation. We desire to see Children fully participate in all aspects of the life and ministry of LCC.
6. Monitor, coordinate and acquire all required classroom materials; organize clean-up process / systems for all Children's Ministry areas.
7. Encourage, assist and pray for children's ministry volunteers. CED will oversee the LCC Safety Policy (i.e. updating, setting up and facilitating training sessions for all volunteers)
8. Create and effectively manage ministry within an established budget.
9. Communicate consistently to parents and the church through announcements, newsletter and website.
10. Collaborate with LCC staff and CED to develop resources and tools to give parents both opportunities and support to be spiritual leaders at church and at home.
12. Monitor that all LCC Safety Policies are implemented and adhered to for all Nursery & Children's ministries and volunteers.

**SALARY:** Hourly rate, commensurate with experience, approximately 30 hours per week.

Letters of interest / CVs can be submitted to [leadership@libcov.org](mailto:leadership@libcov.org)