

## Job Description

### CHILDREN'S MINISTRY DIRECTOR (Part-Time)

#### Christ Community Covenant Church ("4Cs"), Arvada, Colorado

#### FOUNDATIONAL EXPECTATIONS

- Give highest priority to a relationship with Jesus Christ as Lord, pursuing growth into his likeness within his body and his mission.
- Affirm 4Cs' 1) *Covenant Affirmations*, 2) *Focus*, 3) *Relational Covenant* (available at [www.4cs.church](http://www.4cs.church)).

#### PURPOSE

The purpose of the Children's Ministry Director position is to develop and guide volunteer teams in collaboration with the Adult and Family Discipleship Director in order to create discipleship pathways for children and their families to become lifelong followers of Christ.

#### WORKING CONDITIONS

- 10-15 hours per week (depending on availability and need).
- Supervised by Adult and Family Discipleship Director and (through her) Senior Pastor.
- Helped by Children's Ministry Assistant (5-10 hours per week).
- Other details are outlined in *Employee Handbook*.

#### KEY TASKS and RESPONSIBILITIES

##### 1. VISION

- Prayerfully discern and communicate a clear and compelling vision for ministries to children (birth – grade 5) and their families, that aligns with God's Word and the 4Cs Focus: "We follow Jesus together into his presence, likeness, and purposes."

##### 2. PROGRAM DEVELOPMENT (with help from Children's Ministry Assistant)

- Identify and provide curriculum and other resources for Sunday morning classes.
- Plan and coordinate other non-Sunday children's ministries, including Toddler Tuesdays outreach, Kids Camp (annual VBS), and weeknight and holiday events.
- Develop and oversee clear policies for healthy children's ministries.
- Maintain classrooms to be age-appropriate, safe, clean, and updated.

##### 3. VOLUNTEER EQUIPPING

- Recruit, train, coordinate, and support volunteer teams.
- Oversee background checks.

##### 4. PEOPLE-CONNECTING

- Communicate clearly, especially with parents and volunteers, but also staff and congregation.
- Develop supportive and collaborative relationships with parents and families.

##### 5. STAFF COLLABORATION

- Work in partnership with the Adult and Family Discipleship Director and Youth Director to equip parents in the spiritual development of their children, and help older children transition into youth ministry.
- Coordinate children's ministries with the whole staff and overall mission of 4Cs.

##### 6. FINANCIAL MANAGEMENT

- Participate in the church's budgetary process and manage children's ministry expenses.

#### TO APPLY

Email Interim Pastor Steve Thulson ([steve.thulson@4cs.church](mailto:steve.thulson@4cs.church)) with a resume and brief note on why you are interested in this position and would be a good fit.