



university
covenant
church

Director of Children's Ministries

University Covenant Church
Davis, CA

Purpose of Position

To passionately lead and oversee a large and growing movement of coordinators, intern, volunteers, and parents who invest in the discipleship of 150+ Infants-6th grade children.

Reports to: Lead Pastor

Key areas of ministry responsibility

- 1. Lead and Develop Coordinators, Volunteers, and Intern for the following: Sunday KidZone, major events with children, and summer VBS-Breakaway (40%)**
 - a. Be responsible for selection and implementation of developmentally appropriate curriculum
 - b. Recruit, screen, and train age level coordinators (Nursery, Preschool, Elementary, Greeters/Check In, Special Needs, Summer Program-VBS, Childcare, Parent Liaison)
 - c. Recruit, screen, and train volunteers for Sunday morning children's programs
 - d. Develop a community and sense of team with children's volunteers
 - e. Oversee maintenance of volunteer scheduling system
 - f. Be on-site Sunday mornings to supervise, mentor, and equip volunteers
 - g. Be on-site for major events including children, for example, marriage conference
- 2. Invest in Children (15%)**
 - a. Create an environment for children to foster relationships with their peers and their volunteer leaders
 - b. Be an available and known presence during children's programs, modeling a love for and connection to God
 - c. Oversee the celebration of children's spiritual milestones (baptism/baby dedication, communion, Bible distribution, "I Believe" baptism class)
- 3. Support Parents (15%)**
 - a. Create a warm and welcoming environment for parents, equipping volunteers to connect and build relationships with them
 - b. Communicate regularly with parents so that they are connected and informed
 - c. Empower parents in guiding their children into an active, growing faith in Jesus (e.g., hosting Family Life & Sex Ed)
 - d. Support parents in crisis by connecting them to appropriate resources
- 4. Create a Conducive Environment (15%)**

- a. Oversee preparation of children’s physical spaces and environment (inside and outside)
- b. Develop and oversee policies and procedures related to children’s ministry
- c. Recruit Special Needs Coordinator and oversee the creation of an inclusive children’s ministry program for children with unique needs and abilities

5. Collaborate with Team (15%)

- a. Participate on the Ministry Directors’ Team, aligning children’s ministry with the overall vision of the church
- b. Collaborate with pastors/directors in the Youth and Children’s department to create a cohesive family ministry experience and smooth transitions for all children/youth.
- c. Partner with weekday preschool director by:
 - Meeting with the director regularly to maintain open channels of communication and attending UCNS Board as requested
 - Creating bridges between ministry activities
 - Collaborating in vision planning/implementation, sharing space & equipment, timing of program offerings, facility maintenance & improvement, etc.
- d. Partner with Junior High Director for 5th-6th grade youth group

Core Competencies and Expectations

- 1. Strong Predisposition toward Execution.** The candidate is a self-starter, gets things done, has an ability to start and run an organization, has a desire and capacity to grow a ministry, understands empirical data (not just a dreamer), is able to be creative in light of reality, and does not require close supervision.
- 2. Developer of Leaders and a Grower of Ministry.** The candidate is a leader of leaders, a great recruiter and team builder, multiplicative, and is highly collaborative.
- 3. Emotionally Healthy.** Candidates have a combination of high talent and high humility, and they have a history of forgiving others.
- 4. Follower of Jesus and Covenant Compatible.** The candidate must have a vibrant relationship with Jesus, be connected to the Covenant denomination or desires to be, and is compatible with the Covenant regarding its affirmations, infant and adult baptism, women in all levels of ministry, and human sexuality.
 - <http://www.covchurch.org/who-we-are/beliefs/affirmations>
 - <http://www.covchurch.org/resources/baptism-documents/>
 - <http://www.covchurch.org/vocational-ministry/women/>
 - <http://www.covchurch.org/resources/human-sexuality-paper/>

Function Reference

General Gifts and Talents

Skills, Knowledge, and Ability

Christ-centered lifestyle and desire to help children grow in their relationship with God.
Team player and servant heart.

	<p>Self-motivated. Ability to stay calm under pressure. Deep love for children Desire to learn and grow</p>
Leadership	<p>Excellent interpersonal and communication skills. Excellent organizational skills. Strong conflict management skills. Ability to equip, develop and lead others Strategic and planning abilities</p>
Education	<p>BA/BS degree required Knowledge and skills in children's development and education Experience in developing and implementing curriculum Working knowledge of Christian principles Administration and Team Development Proficiency with standard technology used in education and communication: word processing, spreadsheets, presentation tools</p>
Administration and Team Development	<p>Knowledge of basic management skills and techniques. Ability to participate in, develop, collaborate with, and nurture teams.</p>
Additional Job Requirements	<p>Must be available to work on Sundays</p>

Compensation and Benefits

This position is salaried at a rate that will be determined by the Elder Team within a range consistent with UCC policy. Business expenses will be reimbursed. Vacation and other benefits will accrue or apply as specified in the UCC Employee Handbook or stated in a Letter of Employment.