

**The Evangelical Covenant Church of Hinsdale
Job Description**

Director of Children's Ministry

Position: Part time, 15 hours, salaried

Reports to: Associate Pastor of Spiritual Formation

Position Summary:

Provides leadership and vision and program implementation for Sunday Kids Camp (K-4th), Little Lambs (preschool), and Nursery to fulfill the mission of our children's ministry (below). Works in concert with the Associate Pastor of Spiritual Formation to assess spiritual goals and ensure biblical teaching.

Childrens' Ministry Goals at ECCH

- Encourage children to grow in the knowledge of Christ and help them recognize God's love for them.
- Actively engage children in God's word.
- See and acknowledge each child by name.
- Create positive church experience through a fun and engaging environment.

Qualifications:

- Commitment to and love for children.
- Excellent administrative and goal-oriented skills.
- Ability to manage several projects simultaneously.
- Education, child development, or ministry education/experience is desired.
- Fun and collaborative working style.
- A heart for Christian ministry in the suburbs of Chicago.
- Ongoing commitment to follow Jesus as Rescuer and Lord.

Essential Duties and Responsibilities:

- Oversees Sunday morning nursery, Little Lambs (preschool Sunday school), Sunday Kids' Camp (K-4th Sunday School), Christmas Eve Live Nativity children's participation, Easter Egg Hunt, and a week-long CovSports Camp program each June, as well as occasional special programs.
- Hires and manages Sunday-morning childrens' staff including paid nursery workers and Little Lambs teachers.
- Recruits and trains volunteers for Nursery, Little Lambs, and Sunday Kids Camp.

- Stewards children's ministry budget effectively to maximize family and child engagement.
- Craft effective communication about programs to families and the broader church.
- Attend corporate worship at ECCH weekly each Sunday before Sunday Kids' Camp responsibilities.
- Oversees Safe Church guidelines, training, and record-keeping for all volunteers and staff who work within the children's ministry.
- Collaborates with Associate Pastor of Spiritual Formation, Director of Student Ministries and Education Ministry Leader (council member volunteer) so that children's and student ministry is cohesive and comprehensive.
- Coordinates yearly program calendar.
- Communicates facility upkeep and improvement needs for Children' Ministries.
- Purchases and maintains upkeep of Children's Ministries resources and supplies.
- Attends church staff meetings as offered by the Lead Pastor.
- Manages to childrens' ministry families profile information on Breeze software.

Interested candidates are encouraged to submit a resume and letter of interest to Pastor Joy; joy@hinsdalecovenant.com.