

**Covenant Presbyterian Church**  
**Madison, Wisconsin**  
*Learning God's Love, Living God's Love*

**Job Title:** Interim Children's Ministry Coordinator

**Supervisor:** Associate Pastor

**Status:** 20 hours per week/\$22 per hour

**FLSA:** Exempt

**Job Description Date** Sept. 19, 2021

**Position Summary:** Develop and implement all ministries to children from preschool through fifth grade plus Sunday morning programming for children in grades six through eight. Work with teachers, other volunteers, lay leaders, families, and other staff to sow the seeds of a lifetime journey in the Christian faith for each child.

**Principal Duties and Responsibilities**

A. Coordinate Children's Sunday School (September through May)

- Work with the Children's Ministries Team to recruit, support and encourage volunteer teachers and assistants
- Be visibly present most Sundays during Sunday School and available to support teachers as needed
- Ensure that all volunteers have appropriate background checks
- Lead teacher education and enrichment events
- Evaluate and purchase curricula, resources and supplies for the Sunday School
- Work with the Children's Music Coordinator to carry out the Sunday School music ~~education~~ program

B. Supervise the Children's Worship Education Program

- Recruit, train, supervise and support youth who serve as teachers for the Kaleidoscope program
- As a member of the Worship Committee, seek opportunities to include children in worship

C. Work with the Children's Ministries Team to Plan Additional Children's Ministry Activities

- Serve as staff support to the Children's Ministries Team
- Help initiate plans for the summer 2022 Vacation Bible School program
- Assist in planning children's mission and outreach activities
- Assist with the planning and execution of the annual children's Christmas Pageant

D. Additional Responsibilities

- Identify new resources and developments in children's Christian education which could enhance our children's ministries and present them to the Children's Ministries Team
- Work with the Children's Ministries Team to sustain and further improve Covenant's programming
- Communicate regularly with other staff to ensure that children's ministries are fully coordinated with other church activities
- Be an active participant in Covenant's effort to welcome visitors and new members with special attention to linking children with our ongoing programs
- Be visibly present before and after worship on a regular basis
- Communicate information about children's Christian education programs to the congregation
- Oversee scheduling for Children's Time during worship and serve as leader 1-2 Sundays per month.
- Through in-service training, professional reading, accessing Presbyterian resources, etc., seek continuous improvement in skills
- Use current technology to effectively communicate with children, their families, and other audiences.

- Maintain confidentiality
- Attend staff meetings, staff retreats and training sessions
- Maintain a clean, well-organized office and resource room
- Other duties as may be assigned

**Preferred qualifications and skills**

- Training in children's Christian education, with a college degree in a related field preferred
- Children's ministries experience, with at least five years preferred
- Strong interpersonal communications skills
- Able to work independently and as part of a team
- Competence in using technology for communication and for program enhancement
- Competence in speaking, writing, and editing
- Able to multi-task without supervision and is a self-starter

For further information or to apply for the position contact:

[personnel@covenantmadison.org](mailto:personnel@covenantmadison.org)

Applicants should submit a letter of application and a current resumé.

Covenant Presbyterian Church

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