

NEW COVENANT BIBLE CHURCH

MINISTRY DESCRIPTION

POSITION TITLE: Children's Ministry Associate

REPORTS TO: Children / Student Pastor

WORKING RELATIONSHIPS: Works closely with the supervisor, other associates, and other office support staff to carry out New Covenant's vision in Children's Ministries.

SUMMARY OF RESPONSIBILITIES: Team with other associates and Children / Student Pastor in directing Elementary Children's Ministries. Provide leadership and support in overseeing assigned areas of ministries.

RESPONSIBILITIES:

1. Oversee assigned ministry(ies) as needed.
2. Oversee budget in ministry areas that are assigned.
3. Recruit, train, schedule and oversee lead volunteers in weekly ministries or special events as assigned.
4. Plan and prepare curriculum for Elementary ministry areas assigned.
5. Team with other associates and Children / Student Pastor to establish and enforce policies and plans.
6. Attend appropriate staff meetings.
7. Team with Children's Ministries Administrative Assistant(s) to ensure appropriate resources are reserved to support assigned ministry areas.
8. Supervise Administrative Assistants as assigned.
9. Interface with parents as needed.

EMPLOYMENT STATUS:

Full Time, Exempt