

Covenant Presbyterian Church
6323 W. 80th Street - Los Angeles, CA 90045
www.covla.org - 310-670-5750
Coordinator of Children and Family Ministry
Part-time Job Description

If you are interested in the position please send resume to: The Rev. Sue Fisher at pastor@covla.org.

Covenant Presbyterian Church is a small suburban congregation in the Westchester area of Los Angeles, at the corner of Sepulveda Blvd. and 80th St. We have a half-day preschool voted #1 in Westchester for four straight years. We are located 2 miles north of LAX and 2 miles south of Playa Vista. We are surrounded by a large residential neighborhood, with single family homes and a growing number of condos and apartments. A thriving business district with numerous stores and restaurants is within walking distance. The YMCA is across the street, and nearby is a golf course, senior center and the LA City Council field office. We are in close proximity to Loyola Marymount University. Covenant seeks to be a welcoming partner in addressing the needs of our community.

Hours: 10 hours per week

Purpose of the Position:

This position is being created to support the work of the Christian Education Team as they seek to meet the needs of the growing children's ministry program. This position will also seek to support the families with young children in the church and help provide fellowship opportunities so that those relationships may flourish.

Qualities

We seek a person with an active and engaged Christian faith, with a deep desire to mentor, with patience and understanding, children and families in their faith journey. This person should show compassion towards children and adults, and be able to nurture and grow disciples of Jesus. This person should have a good sense of humor, a positive, engaging personality and be an energetic leader. Being a Presbyterian or of the Reformed tradition is desired. A different background will require training in the Reformed tradition. Educational background in Christian Education, ministry, Biblical Studies or a related field preferred. Currently pursuing a degree in the above is also acceptable.

Gifts and Skills

1. Ability to teach and relate to children ages 4 - 10.
2. Competency in handling administrative duties.
3. Excellent communication skills both verbal and written.
4. Works well with volunteers, equipping them to participate in teaching and other activities.

Responsibilities include but are not limited to:

1. Oversight and implementation of the Covenant's children's ministry program (called Covenant Kidz) for ages 4 - 5th grade, which is currently one classroom of children and runs from 10:45 am-11:30am on Sunday Mornings.
2. Attend Christian Education Team meetings, and other meetings as requested by the Pastor.

3. Select the Children's Ministry curriculum in conjunction with the Christian Education Team.
4. Notify the Christian Education Team when supplies need to be purchased.
5. Ensure full coverage of all Sunday morning programs and substitute as necessary.
6. Recruit, train, pray for and nurture new children's ministry volunteers.
7. Schedule volunteers for teaching and assisting in the Covenant Kidz classroom, and substitute teach as necessary.
8. Greet new families with children on Sunday morning and acquaint them with Covenant Kidz programs.
9. Operate the program within the existing budget.
10. Provide children's ministry web content for the church website and church newsletter as needed.
11. Provide a yearly summary of the ministry to the Christian Education Team for inclusion in the Church's Annual Report.
12. Communicate regularly with families in the church, praying for them and encouraging them in discipleship and faith.
13. Build community among young families by scheduling special events.
14. Perform other tasks as needed.

Reports to:

The Coordinator of Children & Family Ministries will report to the Pastor and Chairperson of the Christian Education Team and work in concert with the Christian Education Team. The position will be evaluated after 3 months, and after that, at regular intervals.

Position benefits and requirements:

This position will be paid at an hourly rate, with sick time accruing one hour for every 30 hours worked. This position is 10 hours per week.

Employment at-will

Any staff member can be asked to withdraw from regular employment for any reason without notice. Employment with Covenant Presbyterian Church is voluntarily entered into, and the employee is free to resign at-will at any time, with or without notice. Similarly, Covenant Presbyterian Church may terminate the employment relationship at-will at any time, with or without cause, and with or without notice. The at-will employment relationship between you and Covenant Presbyterian Church can only be changed by a written agreement signed by both you, and the Pastor of the church.

This position requires that the Coordinator be present each Sunday for 3 hours, with the remaining hours distributed as needed among the duties.

One week paid vacation will be granted after six months of continual work. Two weeks will be granted after one year of continual employment, and continue at two weeks after that. No holiday pay is granted. Health insurance is not offered for this position.

No vacation will be granted during the two weeks preceding Christmas nor the week prior to Easter.