

**Children and Family Associate  
Salem Covenant Church  
Job Description**

**Reports to:** Children and Family Director  
**Supervises:** Nursery Coordinator  
**Status:** Part-Time  
**FLSA:** Non-Exempt

**Position Summary:** The Children and Family Associate will partner with the children's ministry staff and ministry team in developing, planning, and providing oversight to a comprehensive children's ministry for children from birth through fifth grade and their families.

**Essential Functions:**

- Assist with program development, curriculum implementation, and program oversight (Sunday mornings and Wednesday evenings).
- Assist with recruiting, preparing, supporting, and training lay leaders serving in the ministry.
- Work with the Nursery Coordinator to provide a welcoming, safe, and developmentally appropriate ministry for children from birth to two years of age.
- Maintain the Resource Center: keeping an inventory of supplies and making purchases as necessary.
- Give oversight to the use of "Kidcheck" in all areas of programming.
- Oversee children and family ministry scheduling on FMX.
- Coordinate and produce communication pieces for children and family ministry.
- Participate in the planning and implementation of family ministry events.
- Other responsibilities as requested by the Children and Family Director.

**Other Responsibilities:**

- Support Salem's mission, ministries, policies, and procedures.
- Represent Christ's love and care in contacts and relationships with church members, co-workers, visitors and the community beyond Salem.
- Function collaboratively with staff and ministry team.
- Pursue continuing education (e.g. reading, classes, workshops, conferences, etc.).
- Other responsibilities as requested.

**Minimum Qualifications:**

- Deep commitment to Christ and the ministry of the church.
- Bachelor's degree in education, children/family ministry or related field preferred.
- Two years' experience in related field preferred.
- Strong organization skills with the ability to work independently and in a team setting.
- Effective communicator with strong verbal and writing skills.
- Computer skills in word processing, presentations and publications.

### **Core Competencies:**

- **Spiritual and emotional maturity:** Loves Christ, the Church, and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, at church, and beyond.
- **Humble:** Exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the church as a whole succeed in fulfilling God's call.
- **Hungry:** Continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others to pursue Salem's vision.
- **Smart:** Emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.
- **Spiritual Formation:** Demonstrates an understanding of spiritual formation as a journey; invites others to reflect and take next steps on their spiritual journey; able to communicate in a clear, articulate, and engaging manner; creates teaching and small group environments that promote spiritual formation; able to discuss and interpret biblical truth, applying scripture to life situations; designs effective lesson plans and facilitates learning experiences in both small and large group settings.
- **Team Development:** Encourages and supports people in discovering, developing, and engaging their gifts and skills in service; invites people onto teams; leads teams successfully by creating strong morale and spirit in the team; leads courageously through challenges; shares wins and successes; defines success in terms of the whole team; creates a sense of belonging and pride in the team.
- **Leadership Development:** Is a leader of leaders, multiplying ministry by developing and supporting others to serve as ministry leaders; thinks and acts strategically to build the ministry leadership base and to develop the next generation of leaders.
- **Project Management:** Identifies the key objectives and scope of a proposed project; secures needed resources and project support; develops a realistic and thorough plan for achieving key objectives; communicates clearly with team members; implements action plans, identifies and resolves barriers and problems.