

May 9<sup>th</sup>, 2017

Hello!

If you are reading this, perhaps you are curious about serving our church as a specific age group coordinator for our Children's Ministry.

*Thank you for your interest!*

We are currently and prayerfully in a search for two part time (10-15 hrs/week) Children's Ministry coordinators. One coordinator will serve children birth through 24 months and their families. The other position will serve children age 2 through Pre-Kindergarten and their families. These positions are vital to connecting children and adults to life defining relationships in Christ.

If you are sensing God's call to either of these important roles, please consider this an invitation to apply. We would welcome the opportunity to interact with you about these ministry positions.

Please read the position descriptions, download and complete the application, then return it and a listing of your work experiences and/or your resume to me at your earliest convenience.

We will review it carefully and communicate back with you as this process unfolds.

**Please be aware that applications must be submitted by July 1st.**

Sincerely,

**Karen Heiligenthal**  
*Children's Ministry Director*  
Christ Community Church  
5501 GW Carver Ave  
Ames, IA 50010  
Ph: 515-232-2765

**Ministry Description**

Nursery Coordinator for Children's Ministry

**Purpose:**

The Mission of Christ Community Church's Children's Ministry is:

- To connect kids to life-defining relationships in Christ.

We highly value:

- Transparent relationships
- Intergenerational discipleship
- Purposeful responsiveness
- Radical generosity

The Nursery Coordinator will work with the CM Director and CM Assistant Director to support effective ministry to the children and families of the church.

**Responsible to:**

Children's Ministry Director

**Description of Duties:**

- 1- Organize and maintain the data, supplies and materials needed for the church's ministry to children
- 2- Oversee, maintain and strengthen the quality of ministry to nursery aged (birth-24months) children including:
  - recruitment and development of volunteer teams to staff the nurseries
  - adherence to appropriate safety and security procedures
- 3- Coordinate childcare for congregational meetings and special services
- 4- Help improve the church's ministry to children by suggesting and implementing changes with the CM staff

**Qualification, skills and gifts:**

- A sincere and growing personal commitment to Jesus Christ, including:
  - consistent moral and ethical integrity in regard to work and relationships
  - familiarity with the Bible and appreciation for its authority
- Positive communication and interpersonal skills
- Diligence and thoroughness in organizational and administrative tasks
- An appreciation and enjoyment of children and their families
- Ability to recruit and organize teams of volunteers to carry out the work of ministry

APPLICATION INFORMATION FORM

Christ Community Church  
5501 George Washington Carver Avenue  
Ames, IA 50014  
(515) 232-2765 [www.ccames.org](http://www.ccames.org)



**Position Title:** Nursery Coordinator

**Personal Information**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Present Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Telephone Number \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Social Security Number \_\_\_\_\_

Are you legally eligible for work in the U.S.A.? Yes \_\_\_ No \_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_

If yes, branch and dates served \_\_\_\_\_

May we run a credit check on you? Yes \_\_\_ No \_\_\_

May we run a background check on you? Yes \_\_\_ No \_\_\_

Are you currently working? Yes \_\_\_ No \_\_\_

**Employment History** (List information on jobs you have held, **starting with most recent**)

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

May we contact this employer? Yes \_\_\_ No \_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?    Yes \_\_\_    No \_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?    Yes \_\_\_    No \_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?    Yes \_\_\_    No \_\_\_

**Education** (List information on formal education you have received, starting with the most recent.)

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

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Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Briefly describe other life experiences you believe we should consider as we review your application.**

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**Application Instructions**

Applications must be received at the address below

Applications must include

- a letter of introduction that describes your interest in the position
- names of and contact information for three references
- a copy of your resume, and
- a completed and signed copy of this form.

Please state by checking... <input type="checkbox"/> "I have read and understand the position description for the Nursery Coordinator position at Christ Community Church."
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Submit or Mail application to:

Karen Heiligenthal  
 Christ Community Church  
 5501 George Washington Carver Avenue  
 Ames, IA 50010

**Release Authorization**

All information provided on this application is accurate to the best of my knowledge. I agree that all this information may be released to leaders in your church who are involved in the hiring process. I further agree that interested persons may contact any references given and I release any references from liability for information supplied. I understand that a standard criminal background check may be made as part of this application process and authorize such a check to be made as needed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Christ Community Church \*Ames Iowa  
**EFCA Statement of Faith**

*God*

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

*The Bible*

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

*The Human Condition*

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

*Jesus Christ*

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

*The Work of Christ*

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

*The Holy Spirit*

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

*The Church*

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

*Christian Living*

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

*Christ's Return*

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

*Response and Eternal Destiny*

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.