

## Ministry Description

**Job Title:** Associate Director Children's Ministry

**Reports To:** Director of Family Ministry

**Status:** Non-Exempt 5 hrs per wk

### Description:

The Associate Director of Children and Family Ministry's primary responsibility is to assist the Director of Children and Family Ministry to make disciples of children ages birth through 6<sup>th</sup> grade, through engaging Christ-centered programming and discipleship of parents and families through events and classes, as well as training and equipping the children's and family ministry's volunteers.

### Essential Job Responsibilities:

**Sunday Responsibilities: (8:30 a.m. – 12:30 p.m.)** \*of the work week, 4 hours are required on Sunday Morning\*

Participate in Sunday firsts. A time of equipping, training and refreshing with Bible study and prayer led by the Director at 8:30am every Sunday.

Open up the ministry space

- Turning on ministry tech throughout all ministry rooms and check in area(s)
- Make sure each room is set up correctly
- Place the morning's supplies, kits etc. in the rooms

Leading portions of Sunday morning: volunteer gatherings for each service, including but not limited to leading group prayer, specific sections of the morning in needed rooms i.e. worship, object lesson, game, altar time etc.

Assist volunteers with any issue that make come up during class (behavior, supplies, tech etc)

Attend and participate in communion on the 1st Sunday of each month

Shut down tech at the end of the morning and close down the ministry space

### **During the week Responsibilities:**

Have a spirit filled lifestyle, investing in, growing in and exhibiting the fruit of the spirit and studying weekly assigned Bible study materials.

Stay up to date on ministry conversations via communication app(s)

20 minute beginning of the week ministry check-in with the staff team

Brainstorm with Director about Children's and Family Ministry and identifying key leaders in our ministry

Assist with event planning and follow up

Participate in the ministry think tank team

Other responsibilities as assigned by the Director of Children and Family Ministry

Other requirements: Faith in Jesus Christ. Self driven mindset with motivation and initiative. High School degree is required. Previous experience with children is preferred. Must be able to communicate effectively with parents, volunteers, and staff in varying avenues.

This description is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position. It is instead a description of essential elements of the position that are needed for recruitment, placement, orientation, and training.

Revised December 2023