

## Part-time Children's Ministry Assistant

### **Purpose**

To assist the Director of Children's Ministry and the Children's Ministry Council in planning and implementing year-round programs for families and children, birth through fifth grade, in conjunction with the overall ministry of Windwood.

### **Requirements**

#### Spiritual

- Growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others (I Tim. 3:1-13)
- Possess a desire to see children come to know, love, and follow Jesus Christ
- Supportive of the church's doctrinal statement and philosophy of ministry.
- Have made a commitment to the Five Spiritual Disciplines whether it be at Windwood or another church: a daily time in God's Word, a daily prayer time, a commitment to weekly participation in worship, a commitment to a relational fellowship, a commitment to stewardship

#### Personal

- Teachable, team player with strong oral and written communication skills
- Able to take direction as well as work independently
- Personable, creative, self-motivator

#### Professional

- Experience in ministry with children
- Familiarity with Windows applications, including Publisher, and Word.
- Familiarity with or willingness to learn our ACS database system
- Ability to deal with conflicts and/or problems efficiently and effectively according to policies established by Children's Ministry while maintaining good working relationships

### **General Responsibilities**

Assist the Director of Children's Ministries in providing and directing children's programming (Infants through grade 5), activities and miscellaneous duties as assigned.

### **Specific Responsibilities**

*Administrative Responsibilities (approximately 50% of your time)*

- By working closely with D.C.M., communicate with children, parents, and guides, including: newsletters, flyers, website, follow-up, email, phone calling, Windwood children's page, and any additional communication as needed
- Assist in scheduling, planning, and instructing during special large events such as Fall kick-off, Christmas, Easter, guide appreciation, Summer Bible Adventures, summer concert, retreats and camps, as requested by D.C.M.
- Assist in organizing and maintaining departmental paperwork, including records and files for all functions, attendance records, and scheduling

- As needed, attend Windwood staff meetings & retreats; Children's Ministry staff meetings, and monthly Children's Ministry Team meetings to provide input and report on areas of responsibility

*Program Responsibilities (approximately 50% of your time)*

- Under direction of D.C.M., will assist in coordinating and providing instruction for children's regular programming including but not limited to Sunday mornings (2 years through grade 5), Midweek and Celebration Station as needed
- Assist in recruiting, equipping, training, and coordinating teams of children, youth and adult volunteers for children's programs and special/large events
- Provide special assistance to the D.C.M. at meetings, events, and activities including set-up, planning and purchasing of materials and resources as requested
- Provide support as necessary in any other phases of ministry programs
- Maintain and organize facility storage and church closets

### **Relationships**

Work in close cooperation with the Director of Children's Ministry, Children's Ministry Council, Adventure Guides, parents, and children.

### **Experience**

- Minimum of two years experience working in Children's Ministry
- A heart for ministry and a love for children

### **Status**

Part-time support staff with flexible scheduling, including evenings and weekends. Must be willing to adjust work schedule to accommodate weekend or evening programs/events.

### **Evaluation**

The Session Personnel Board and Director of Children's Ministry will conduct performance reviews annually. The Session Personnel Board will review the adequacy of compensation.