

NOW HIRING

Part-Time Position

Desired character traits/ skills

Chemistry

- Heart for God lived out daily
- Passion for discipleship and seeing families grow in their faith
- Ability to work in a team environment and empower others

Competence

- Strong relational and ministry skills, with ability to work and lead teams effectively
- Proven experience in spiritual formation/discipleship with both children and adults
- Commitment to care for those serving in ministry
- Excellent organizational skills, with ability manage multiple tasks, delegate, and think strategically

Character

- Exhibits a home life centered on Jesus
- Heart for ministry
- Living out Oikos and desiring to make disciples of Jesus Christ using giftings and skills



Children's Ministry Assistant Director

Lancaster Evangelical Free Church (LEFC) is seeking a part-time (up to 25 hours) Children's Ministry Assistant Director to invest in children's lives with the hope and message of the gospel.

Please read the complete job description below and prayerfully consider if God is calling you to this role at LEFC. If you have questions, contact Danielle Wittmaier at wittmaier@lefc.net.

If you are interested in applying, please submit your completed application (found below) and resume to wittmaier@lefc.net or by mail to:

Danielle Wittmaier
LEFC Executive Administrator
419 Pierson Road
Lititz PA 17543

Position will remain open until filled. Apply today!

Children's Ministry Assistant Director

Job Description

Title: Children's Ministry Assistant Director

Reports to: Minister to Children

Purpose: The Assistant Director role is a part-time position responsible for (a) overseeing the onboarding and training of Shepherds and Junior Shepherds serving in Kids Ministry, (b) overseeing the Welcome Team and visitor follow up process, (c) planning and empowering teams for implementing ministry events and (d) and other assistance as needed.

Character Traits

- A demonstrated heart for God lived out daily through prayer, time in the word, and a solid personal relationship with Jesus.
- A passion to see those at LEFC to fall in love with Jesus and live out their relationship with God in their OIKOS.
- Team player. A leader who wants to serve as part of a larger team of leaders, supporting the leadership of the Minister to Children in leading this ministry, children, parents and those who serve in the ministry.
- A shepherd's heart, actively caring for those they serve.
- A life-long learner; demonstrates a desire to grow, develop and mature spiritually, emotionally, and professionally.
- Fully invested in the ministry of LEFC. It is our expectation that the Children's Ministry Assistant Director and their family will be involved in LEFC wherever appropriate.

Job Responsibilities

- Oversee and further develop the onboarding and training process for Shepherds, Junior Shepherds and all serving in Kids Ministry. Update Kids Ministry Handbook annually and develop additional resources for onboarding and training as needed.
- Lead and further develop Welcome Team and oversee visitor follow-up process.
- Plan, recruit and empower teams to implement special ministry events including but not limited to the following: congregational meeting Kids Ministry, summer Storytime outreach, and Family Christmas Night.
- Assist with planning and recruiting for summer Sundays.

- Serve weekly during one service on Sunday mornings, as Sunday support in our ministry.
- Participate as a member of the LEFC Church Staff and perform other duties as the situation arises/assigned by supervisor.

Job Responsibilities for LEFC Kids Ministry Staff Team

- Attend weekly Monday LEFC Kids Ministry meetings
- Attend all-staff meetings to be a part of LEFC staff team as a whole
- Attend morning prayer [at least once a week]

Requirements for this role

- Demonstrates a clear calling for serving and leading in ministry in the local church environment.
- 3-5 years of ministry experience preferred.
- Strong relational/ministry skills, ability to work in a team environment and ability to recruit and empower teams.
- Demonstrated ability and commitment to invest and care for people serving in ministry [spiritual formation/discipleship].
- Ability to do advance planning and thinking for events.
- Strong organizational skills and ability to manage multiple tasks and delegate as needed.
- Detail oriented, yet ability to see the big picture of the ministry.
- Self-motivated; ability to independently manage work.
- Ability to take initiative to learn new skills and ask questions to best support the needs of the growing ministry.
- Proficiency in Word, Excel and a willingness to learn church database systems and other programs.
- Ability to take direction and follow through in a timely manner.

Meet Lancaster Evangelical Free Church

LEFC is a multi-generational regional church located just outside the borough of Lititz. People of all ages come together from various communities in the northern Lancaster County area to worship and serve the King of Kings!

LEFC began with a small group of people who believed the area needed an Evangelical Free Church, a church that would hold the Word of God in high regard and be a grace-filled place where people could “come as you are.” We have grown to a body of about 1,800 people who love God deeply, study his word, and share not only the gospel but our lives with the people that make up our relational worlds, a group the ancient Greeks identified by the word *oikos*. The very words of Christ are what unite and mobilize us in our mission to “make disciples of Jesus Christ.” We do this by loving God, loving people, living truth and proclaiming Jesus.

The Lord has blessed us with stable leadership and a growing staff team with low turnover. Together, we are focused on four key areas of vision specific to LEFC’s call as part of the body of Christ: Reaching Southeast Asia, Teaching Church, Multiplication, and Praying Church. We are also entering a season of expansion with the introduction of Project 2:42 this fall, which will add much-needed teaching space and parking. We joyfully anticipate all God will do in and through us for the advancement of the gospel for His glory!

Welcome to Lititz

With a well-preserved small-town culture, Lititz is a treasure spot in the heart of Lancaster County. Boasting a vibrant downtown, Main and Broad Street are lined with unique shops a short walking distance away from beautiful Lititz Springs Park. Lititz offers trendy eateries, pastry shops, a coffee roaster, award winning pubs and more.

Lititz hosts the longest continuously running fourth of July celebration in America, a massive craft fair, the chocolate walk, and countless other events and celebrations throughout the year.

Surrounded by rolling farmland and rooted in rich heritage, it has a steady heartbeat of tradition and history. This blending of old and new is what sets it apart from other small-town destinations; with residents and visitors alike relishing in its timeless and vibrant ambiance. It’s no wonder Lititz was voted America’s Coolest Small Town.

Lancaster Evangelical Free Church (LEFC)

Application For Part-Time Employment

Position Applied For: _____ Date: _____

1. Personal Information:

Last Name	First Name	Middle Name
Present Address		
Permanent Address (if different than above)		
Telephone	E-mail	

Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

Do you have any relatives who are presently (or have formerly been) employed by LEFC? If so, please give their name and the dates of their employment:

Have you at any time ever: *Please type "yes" or "no" in answer to each question*

Been arrested for any reason?	
Been convicted of, or pleaded no contest to, any crime?	
Engaged in any child molestation, exploitation, or abuse?	
Been accused of any child molestation, exploitation, or abuse?	

If the answer to any of these questions is "yes," please explain in detail:

2. Educational History:

	School Name/Location	# of Years Completed	Degree/Diploma
High School			
College/University			
Tech. Training			
Other			

3. Employment Record: *Please include information for your last two employers.*

1	Organization Name (current/most recent employer)	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		
2	Organization Name	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		

4. Job Competencies: What skills, areas of knowledge, or experiences do you have which lead you to believe you are competent to perform well in this position?

5. Organization Fit: Because LEFC is a church with the intent to exhibit and promote the Christian faith, please describe the relationship you have had with Christ and the Church over the past three years, and more specifically at the current time.

6. Work Style: Do you prefer to work hard behind closed doors or work hard as part of a team?

7. Why do you want to work at LEFC?

8. How long have you been involved at LEFC? Where do you connect best in our congregation?

9. Personal References: *Please do not include relatives.*

1	Name	Relationship to You	Years Known
	Address		Telephone
2	Name	Relationship to You	Years Known
	Address		Telephone

Application Verification and Release:

I recognize that LEFC is relying upon the accuracy of the information asked for in this application document. Accordingly, I attest and affirm that all of the information I have provided is true and correct.

I authorize LEFC to contact any person or entity I have listed herein and authorize the same to provide information related to my background, character, and qualifications. I further authorize LEFC to conduct a criminal and child abuse history background check if that is deemed necessary.

Printed Name: _____

Signature: _____

Date: _____

Please return your completed application along with your resume, or refer any questions you have to:

*Danielle Wittmaier
Executive Administrator
Lancaster Evangelical Free Church
419 Pierson Road
Lititz, PA 17543
(717) 626 5332
wittmaier@lefc.net*