

# **First Christian Church Ministry Description**

**Ministry Opportunity:** Children's Ministry Assistant Director

**Reports to:** Youth & Children's Director and Lead Pastor

**Status:** Part-time **Hours:** 15-20 hours/week

**Written by:** Pastor David Gruber

## **Ministry Description Overview**

This individual would work in coordination with the Youth Ministry Director and supervision of the Lead Pastor to give oversight and leadership to the following children's ministry areas that include newborn up to middle school: Nursery, Jr. Worship, Children's Bible Fellowship Groups, and AWANA Program.

## **Ministry Description/Responsibilities**

- Available for and assisting with teaching and leading of Sunday classes & Wednesday AWANA program.
- Providing leadership and administration to the Nursery, Jr. Worship, Bible Fellowship Groups, and AWANA programs.
- Attend and direct the AWANA ministry, Wednesdays, 5 PM – 8 PM, including making sure the required program set-up and tear-down happens in the facility on Wednesdays.
- Attend and direct Sunday morning children's ministries beginning at 8:30 AM-12:00 PM, concurrent with the two services. Supervise Planning Center Check-In & Children's Worship.
- Recruit, train, and lead by example the Sunday teaching volunteers, Nursery staff volunteers, and Wednesday AWANA volunteers.
- Plan and execute special events for children's ministries (Parent's Night Out, Movie Nights, etc.)
- In coordination with the Youth Ministry Director, provide opportunities for Children's Camp – Crossings, or Bear Lake Camp involvement.
- In coordination with the Youth Ministry Director, provide the children with service opportunities.
- Coordinate volunteers: Schedules; CPR training; Applications to serve; Background checks
- Positively, constructively work with children, parents, volunteers, and staff to achieve ministry goals.

## **Beneficial Spiritual Gifts**

Administration, leadership, teaching, shepherding, encouragement

## **Required Skills, Talents, and Character Qualities**

This individual must demonstrate unquestionable dedication to Jesus Christ; knowledge of God's Word; positive chemistry with FCC staff members; Christ-like character and integrity; ability to learn, change, adapt, and grow with the children's ministry's requirements; a teachable, humble attitude (we're always learning & growing); and the ability to teach & work with children & create engaging, fun environments while providing spiritual, biblical guidance.