

Summit Kids Assistant Director



JOB OVERVIEW

The Summit Kids Assistant Director provides administrative and technical support to Summit Kids Ministry. The Summit Kids Assistant Director will collaborate with the Family Ministry team and is expected to participate in the life of Summit Church (events, group involvement, volunteering, etc.). The Summit Kids Assistant Director will report to Ellen Morse.

WORK SCHEDULE

This position is written for 12 hours each week. Maintaining a relationship with God and family is a high priority.

GENERAL QUALIFICATIONS

Character

- Be a biblically sound follower of Christ with personal integrity, maturity, and self-motivation in the fulfillment of work and ministry.
- Be a member in good standing and in full agreement with Missionary Church doctrinal principles and faith practices.

Calling

- Affirm a ministry calling from God to serve children and their families.
- Desire and maintain active family participation in the life of Summit Church through worship, community, and service.

Culture

- Have an understanding of what children and parents are currently facing in the world along with a vision to engage them and their families effectively in ministry.

Competence

- Have post high school training in children's educational programming and/or in a relevant field of study (college degree preferred).
- Demonstrate competency in relational ministry, leadership development, team building, and biblical teaching, along with the ability to proactively handle small problems before they grow large.

Chemistry

- Build strong working relationships with the Summit Church staff and its people, extending grace and being willing to work through conflict biblically.
- Actively promote unity between and support for all Summit Church ministries.
- Display accountability to the Lead Pastor and other leaders of Summit Church.

ADMINISTRATIVE RESPONSIBILITIES

- Manage online systems and offer operational support to the Summit Kids Director. This includes having an effective working knowledge of Planning Center Services.
- Coordinate volunteer schedules and maintain strong communication with Summit Kids lead teachers.
- Help implement and maintain policies and systems that promote the safety of children and volunteers during all Summit Kids programming.
- Help create and manage a kids ministry calendar and annual budget with biblical stewardship.
- Help plan, coordinate, and participate in Summit Kids events.
- Help develop an effective communication strategy with parents. This requires being familiar with current technologies, social media, etc., that are relevant to the modern family.

RELATIONAL AND TEAM RESPONSIBILITIES

- Work alongside the family ministry team to effectively serve and equip the families of Summit Church.
- Be available for interaction and collaboration with the Summit Church staff during special projects or events. We work closely together as a team.
- Seek, build, and advocate relational connections with our Summit Kids volunteers, children, and families of Summit Church. Kids ministry is parent ministry.
- Host the Summit Kids hallway on Sunday mornings and effectively train up other hosts.
- Meet weekly with the Summit Kids Director for ministry coordination, mentoring and development.
- Use your spiritual gifts to the best of your God-given ability to lead people to follow Christ.

The responsibilities listed above are intended to describe the general nature of this ministry opportunity and level of work to be performed by a person in this position. This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties required by the Lead Pastor and/or his designee. Requirements are representative of minimum level of knowledge, skills, and/or aptitudes to perform each duty proficiently.