

**THE VINEYARD CHURCH
JOB DESCRIPTION**

TITLE: Assistant Director of Children's Ministry

FLSA: Exempt

SUMMARY

The Assistant Director of Children's Ministry is a full-time position responsible to assist the Director of Children's Ministry with the ministry to the children of The Vineyard Church. Responsibilities include assisting with running programming/curriculum for Early Childhood classrooms (Babies, Toddlers, Tykes, Juniors), directing Early Childhood Teams, directing the Vineyard Kids Hospitality Team, and helping to plan and execute regular children's ministry events for children and families who attend The Vineyard Church.

ESSENTIAL FUNCTIONS

- 1. Maintain a vital relationship with Jesus Christ**
- 2. Assist with developing and managing the Vineyard Kids programs at The Vineyard Church. This will be done by:**
 - Assisting with weekend programming and implementation
 - Staffing Weekend Celebrations on a weekly basis
 - Creating volunteer schedules each month
 - Maintaining volunteer schedules on a weekly basis, troubleshooting as needed
- 3. Recruit, supervise, and lead adult and student volunteers for teams assigned. This will be done by:**
 - Monitoring the spiritual health of each team
 - Contacting team members regularly with updates, reminders, and encouragement
 - Leading team meetings and planning sessions for Vineyard Kids volunteers
 - Overseeing volunteer leaders serving in specific areas or aspects of the program
- 4. Assist with planning, preparing, and executing regular children's ministry events.**
 - Creatively brainstorming ideas for events that will increase community, discipleship, and serving among children and families who attend The Vineyard Church
 - Helping to lead these events
- 5. Assist in other administrative tasks as assigned; such as:**
 - Upkeeping volunteer forms and requirements
 - Preparing Vineyard Kids print materials (parent info/resources, prayer cards, etc)
 - Assisting other Vineyard Kids staff with event childcare requirements
- 6. Establish a strong communication environment with parents of the children who attend The Vineyard Church.**

OTHER FUNCTIONS

- 7. Participates in staff related office functions by:**
 - Attending and participating in staff meetings

- Meeting regularly with director
- Establishing and communicating regular office hours

8. Keeps abreast of, and maintains knowledge of, children’s ministry related issues and concerns by:

- Participating in continuing education, and other related educational programs
- Maintaining professional affiliations as appropriate

9. Contributes to the overall effectiveness of The Vineyard Church by:

- Assisting in the care and maintenance of the church's facilities, equipment and supplies
- Communicating with church attendees and other staff in a courteous, responsive, and Christ-like manner
- Completing other job-related duties and special projects as assigned

KNOWLEDGE, SKILLS AND ABILITIES

1. A sense of call to work with children and families and desire to see them grow in maturity in their relationship with Jesus Christ.
2. A desire to reach non-Christian and un-churched children and families for Jesus Christ
3. Knowledge and understanding of all aspects of Children's Ministry.
4. Demonstrates strong interpersonal and communication skills, both oral and written, necessary to communicate with children, parents, volunteers, leaders & staff in a courteous, responsive and helpful manner.
5. Demonstrates commitment to The Vineyard Church's mission and values.

The above level of knowledge, skills and abilities are normally acquired through the successful completion of a Bachelor's Degree in Ministry or Education, or a related field, from an accredited college or university. Experience in the Children's Ministry at The Vineyard Church is desirable. Preference will be given to candidates with training and experience in Children's Ministry at The Vineyard Church.

WORKING CONDITIONS

1. Works in an office environment, though many hours are focused in the children's ministry area.
2. Must be effective in a ministry environment where the focus and mission is to show Christ to others in real and tangible ways.
3. Available 24/7 for ministry related emergencies.

Effective Date: 5-6-2026

Lead Pastor Approval

Title

Date

Human Resources Approval

Title

Date

The above statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position.