

**JOB TITLE:** Children's Ministry Assistant

**DEPARTMENT:** Student Ministry

**REPORTS TO:** Children's Ministry Director

**REVISION DATE:** 07/2022

**JOB SUMMARY:** Coordinates volunteers and assists in directing within all Children's Ministry Programs (KidzRock, POW and Vacation Bible School). The Assistant is responsible in creating a safe, loving Christian environment for volunteers and students. Adheres to Nazareth Lutheran Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

**PREREQUISITE QUALIFICATIONS:**

- A. Education: Bachelor's degree preferred but not required.
- B. Experience: A minimum of one-year of experience working with youth. Prefer previous Children's Ministry work.
- C. Skills, Knowledge, and Abilities:
  - High reasoning ability
  - Computer skills
    - Word, Excel, Google Docs, Canva and/or Photo Shop

**DUTIES, TASKS, RESPONSIBILITIES:**

- A. Attend to personal spiritual growth.
  - Models biblical principles of spiritual leadership and discipleship in the context of relational interactions and the performance of job responsibilities.
  - Supports and participates in furthering the mission of NELC and its ministries with a strong commitment to a Lutheran theological perspective rooted in grace.
  - Commits to ongoing learning and openness to the Spirit's leading and direction for ministry.
  - Committed disciple and evangelical follower of Christ. Has an authentic and growing relationship with Jesus.
- B. Assists in directing Children's Ministry Programs. (KidzRock, POW and Vacation Bible School).
  - Recruits, trains and guides volunteers to support and expand Children's Ministry.
  - Constant communication and oversees volunteers.
  - Helps the Director to establish and maintain age appropriate curriculum standards and benchmarks and assures compliance.
  - Assists in 2<sup>nd</sup> grade Bible class, Christmas Extravaganza, Communion preparation class and potentially helping in other Family Ministry Events.
  - Familiar with and assures Children's Ministry is following the teachings and doctrine of Nazareth Lutheran Church.
  - Maintains presence and accessibility to parents, staff and volunteers.
  - Assists program(s) enrollment process.
  - Implements program changes consistent with the mission and vision of Student Ministry in an effort to assure program vitality and encourage interest.

- C. Assures Children's Ministry Programs operate as a Christ-centered ministry.
- Emphasizes mission and vision of Children's Ministry in all interactions with parents, volunteers, staff and students.
  - Incorporates recognition and celebration, students and volunteers throughout the year. i.e. volunteer appreciations, one-on-one's and family picnics
  - Offers Christ-centered training and development to volunteers regarding teaching methodologies, curriculum and program changes, promoting relationship and evangelism.
  - Oversees POW-Kids on Wednesday nights: including large group lesson, small group activity and closing worship with a goal of learning about, praying, growing in and singing to Jesus.
  - Must be a self-starter and take the initiative to recruit, train, develop, schedule, find subs and etc.
  - Needs to be comfortable speaking in front of large group settings to teach or speak.
- D. Initiates and maintains open communications.
- Assists the Director in preparing and distributing the monthly newsletter/emails.
  - Reports concerns of students to the Director.
  - Assures website updated.
  - Attends 2 Staff meetings a month (Tuesday's 10am – Noon)
- E. Adheres to all safety policies and procedures.
- Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.
  - Maintains a safe working environment and practices safe working habits.
  - CPR certified or willing to become certified.
- F. Administration.
- Provides strong administrative skills.
  - Must have effective time management skills.
  - Understands and works within children ministry program policies and guidelines.
  - Understands and demonstrates a working knowledge of the Evangelical Lutheran Church as reflected in ministry.

**MANAGEMENT FUNCTIONS:**

- A. Manages in accordance with policies and procedures.
- Keeps supervisor informed of program, problems and issues.
  - Resolves problems independently as appropriate.
  - Ability to problem solve quickly in the moment.
- B. Establishes, implements and monitors budget.
- Works with the Director to maintain acceptable levels of expenditures consistent with budgeted amounts when possible.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

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Signed

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Date

**MISSION**

*Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.*

**VISION**

*"Getting Our Hands Dirty for the Cause of Christ!"*

**VALUES**

