



JOB DESCRIPTION

Position: **Assistant Children's Director**
Reports to: **Children's Director**
Position Status: **Full-Time Non-Exempt**

Department: Children's and Family Ministry
Effective: February, 2017
Supervisor Approval: Ashley Lalkin
Human Resources Approval: Carol Kranz
Pastor Approval: Sam Paschall / Jamin Goggin

This job description does not create an employment contract, implied or otherwise, other than an at-will employment relationship.

PURPOSE:

The purpose of this position is to assist the Board of Elders and the Senior Pastor to grow a healthy church through assisting the Children's Director in the administrating and developing of a children's ministry that represents our church's calling, commitments and practices.

RESPONSIBILITIES:

- A. Assists Children's Director with coordinating and developing Early Childhood and Elementary Sunday morning and mid-week ministry programs which includes planning, executing of administrative details, implementation of curriculum and classrooms, scheduling ministry partners, cultivating relationships with ministry partners and parents.
- B. Assists the Children's Director in the management of the Children & Family Department, including but not limited to, substituting when the Director is not unavailable or in her absence, i.e., Sunday morning, Wednesday night mid-week and other events, as requested.
- C. Responsible for the recruiting, training, encouraging and supporting of ministry partners for children's ministry, with a special emphasis on developing loving relationships.
- D. Assists in providing any and all necessary communication to children, parents and community with special emphasis on our hope in Christ and the ministry's values for children.
- E. Responsible for the overseeing of daily office ministry partners and administrative details accompanied with children's ministry programs, insuring that Sunday and mid-week program administrative needs are accomplished.
- F. Works together with Children's Director to create an annual calendar of events emphasizing the calling, commitments and practices of the church.
- G. Assists Children's Director with developing, planning and accomplishing major children's ministry events.
- H. Responsible for the scheduling and coordinating of all paid child care attendants for church events (membership class, business meetings, and other church wide events) and for special ministry department events where childcare is requested (GameLife, small groups, MOMS,

women's events, etc.)

- I. Recruits, trains, and manages the check in teams for all Children & Family programs. Maintains all computer passwords, order supplies and maintenance as needed for check in printers. Update and maintain the nursery, early childhood and elementary computer check-in systems, as needed, and coordinates all interface activities with church-wide data base systems. This includes tracking new students and ensuring accurate data base records of children and their families.
- J. Provides biblical teaching to children, when needed, and provides spiritual leadership, wisdom and instruction.
- K. Ensures that all Children & Family Ministries classrooms are regularly cleaned and stay in safe working order.
- L. Other: Completes other job-related responsibilities as required.

REPORTS TO:

- A. Shall be under the administrative supervision of the Children's Director, and is responsible to keep the Director informed of progress in the special needs and budgetary requirements of the ministry.
- B. Works closely with the Children's Director to ensure a healthy and balanced personal and family life is maintained despite the demands of a rapidly growing church and the responsibilities of overseeing a ministry with such a breadth of influence, demands and programs.
- C. Shall also be responsible to the governing Board of Elders and the Senior Pastors.

ORGANIZATIONAL RELATIONSHIPS:

- A. Serves on the Children's & Family Ministry team and interacts with other teams and churches as required.
- B. Serves on other committees and teams as assigned.
- C. Attends all staff spiritual development and prayer meetings.
- D. Attends all staff meetings.

TRAINING AND DEVELOPMENT:

- A. Must be committed to prayerfulness and discernment with every aspect of Children's Ministry.
- B. Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars, classes, etc.

QUALIFICATIONS:

- A. Is a member of Mission Hills Church and regularly attends the worship services.
- B. Endorses without reservation the Church's Statement of Faith, calling, commitments and practices;
- C. Possesses a four year degree, preferably in related field of study or equivalent training and experience in working with children.
- D. Has at least 3 years experience working in a children's program in a church which includes the direct ministry to children and their families (e.g., not merely administration).
- E. Has strong organizational, administrative and computer knowledge/skills (Microsoft Office)
- F. Enjoys and can manage the fast paced, ever changing demands of ministry.
- G. Has a comprehensive understanding of children's needs and development.
- H. Can accurately communicate the Scriptures in a relevant way to children of all ages.
- I. Able to discern and evaluate prospective children's leaders.
- J. Is naturally attentive to the sacred calling of parenthood and willing to come alongside parents, in love, in their calling as parents to raise God's children.
- K. Must be committed to pursuing spiritual growth as an individual as well as member of a church family.
- L. **STAFF CULTURE:** Possesses the desire and ability of *heart-first leadership*; has a *heart* to reach the children of our community and church , to equip them and send them and their families out to fulfill their God given design for ministry; has the *ability* to manage people well by providing an environment that is honest, safe and empathetic to the needs of others; also has ability to train ministry partners and administrate church wide programs and ministries; has an outgoing, self-starting *personality* that work independently or with little supervision; can communicate the truth of the Gospel with a sturdiness and grace for people of all ages; and is willing to let God use their unique life *experiences* to minister to the Church body and target community.
- M. Embraces the ambassadorial role in representing the beliefs, calling, commitments, practices, and strategy of Mission Hills Church and can represent the church's calling of Christ Our Hope to children and families.

PHYSICAL REQUIREMENTS:

Ability to function independently and ability to speak and write on matters relating to children's needs and development. Physically able to lift up to 25 lbs (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking.

EMPLOYMENT AT-WILL:

All employees of Mission Hills Church are at-will, and as such, are free to resign any time without reason. Mission Hills Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Mission Hills Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor of Mission Hills Church has the authority to make any such agreement and then only in writing.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Name/Signature

Date