



Job Description Children's Ministry Assistant

Supervisor: Children's Director

Scope: To support the Children's Ministry of Emergence to be effective in leading children to Love Jesus, Love People, and Plow a Counter-Culture. This role includes supporting the overall children's ministry with administrative and ministry support.

NOTE: This is a 12-15 hour/week position.

Measures of Success

The indicators of success for this position will be growth and development in these primary areas:

- Solid organization of assigned ministry responsibilities
- Partnership and relationship building with team
- Effective communication to leaders and team members
- Setting the tone for a fun, Gospel-centered, quality kids experience in eKids
- Understanding and use of systems utilized within Children's and Emergence ministry

Qualifications

- Has trusted in Jesus Christ as Savior and evidenced Jesus as Master in his/her daily life
- Demonstrable responsibility in assigned tasks, roles
- Ability to communicate well with children, parents and leaders.
- Gifted in gospel-centered teaching that develops Christian growth in children.
- Excellent organizational skills and planning skills
- Background check required
- Experience working with children
- Possesses high integrity and can be trusted with confidential information
- Is in full agreement to walk in the membership covenant of Emergence, including full agreement with the Doctrinal Statement and Key Distinctives
- Has a teachable spirit and has demonstrated effectiveness in a team environment

Duties and Responsibilities

- Assist Children's team to ensure campuses/classrooms are adequately equipped with supplies for weekly ministry.
- Assist in supporting Campus Coordinators with ministry needs.
- Caring for ministry volunteers
- Learn and support systems and routines within eKids: registration, tech, admin, CCB communication, etc.
- Oversee classroom maintenance to ensure excellent functionality each week.
- Build relationships with families and children
- Sunday responsibilities will include assistance with attendance, registration, bathroom assistance for PreK, new families, and filling in for classroom roles that may be needed occasionally.
- Set up and break down as needed for ministry
- Ensure curriculum, supplies and materials are provided and replenished

- Assist Children's Team with weekly ministry tasks as needed
- Attend Children's Ministry leader and team trainings throughout the year
- As a member of staff, participate in Emergence events as much as possible
- Sunday eKids ministry is required for this position.

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first
- Be a generous investor of time, talent, and treasure
- Be loyal to the vision and staff of Emergence and always protect the unity of the church
- Invest and invite the lost to know Jesus and come to Emergence

General Requirements

- Seek to develop personal gifts related to the accomplishing of role (this may include continued education and development in leadership role)
- Engage in a multiplying model of discipleship and ministry, inviting others to work alongside you to develop them
- Network with others in similar roles at other churches to develop relationships and learn new best practices
- Generally, don't stink at your job :)