

Children's Ministry Assistant

Point Loma Community Presbyterian Church

Our Vision

Loving Everyone to LIFE With Everything we Have

Our Mission

*Through authentic community we seek to Experience Jesus,
Journey into Deeper Faith, Strengthen the Church, and Transform our World.*

Our Values

We are a Good Home. We are Inter-Generational. We inspire Engagement.

MAJOR PURPOSE AND SCOPE

The Children's Ministry Assistant is responsible for assisting the Children's Ministry Director in administrative, relational, and teaching responsibilities within the context of PLCPC's broader Vision & Mission.

POSITION DESCRIPTION

Title: Children's Ministry Assistant

Reports to: Children's Ministry Director

Works with: PLCPC Coordinators, Ministry Staff, and Volunteers

Relates to: Children's Ministry Committee of Session

Classification: Non-exempt, 15 hours per week

Payment: \$15 per hour

JOB DESCRIPTION

Responsibilities include, but are not limited to the following areas:

Programs and Events

Kids Worship on Sundays, Elevate Monday's 4pm-6pm (ages 5-12), VBS, Game Nights, Movie Nights, and other seasonal events as noted

1. Plan, set up, assist and occasionally teach children during Sunday programs. Maintain a teaching calendar.
2. Track attendance for all Children's programs.
3. Order, organize and distribute quarterly curriculum and purchase/prepare supplies.
4. Assist Director in maintaining orderly and pleasant office and classroom environments. Coordinate with outside groups who share the Children's Ministry spaces.
5. Assist the Director in facilitating programs and recruitment of volunteers.
6. Maintain the student database in Simple Church.
7. Assist in planning and organizing events including but not limited to; Trunk or Treat/Back 2 School Extravaganza, Bible Memory, Red Brick Christmas, Easter Fest, VBS, Ash Wednesday and Maundy Thursday.

Communication

1. Assist Director in creating monthly newsletter and weekly updates.
2. Assist Director with weekly bulletin and monthly Spire communication.
3. Assist Director in sending cards (birthday, thank you, sympathy, etc.) to our children, parents, and volunteers.

Accountability and Evaluation

1. Reports directly to the Director of Children's Ministry.
2. Required to attend monthly Children's Ministry Staff meetings.
3. Performance and terms of employment are reviewed by the Director of Children's Ministry after the first 90-days and annually thereafter.

Qualifications

1. Has a vital commitment to Christ and spiritual growth.
2. Maintains a positive professional demeanor.
3. Comfortable working with children, their parents and volunteers.
4. Technical skills in computer use, to include but not limited to; Word, Excel, Power Point, MailChimp, Simple Church and communication through social media, text, email, etc.
5. Skilled in writing and editing.
6. Organized, flexible and creative.
7. Detailed and dependable with good communication skills.
8. College degree in any field or equivalent work experience.

POSITION SPECIFICS

- Reports to: Children's Ministry Director
- Classification: Non-exempt, 15 hours per week. This is a part-time hourly position.
- Office Hours: Sundays 8am-12 pm, Mondays 3-6:15pm, and other office hours as set together with Director
- Pay Rate: \$15 per hour
- Employment is contingent upon a satisfactory completion of a TB test, a background check(including investigation with the State and Federal authorities regarding any history of criminal activity), and personal and professional references.

**Please provide a detailed resume with all relevant experience to lemuel@pointlomachurch.org*

