



FIRST CHRISTIAN REFORMED CHURCH

CROWN POINT, IN



JOB DESCRIPTION

CHILDREN'S MINISTRY DIRECTOR ASSISTANT

GENERAL POSITION

Reports to: Children's Ministry Director (CMD) and Children's Ministry Team (CMT)
Hours: Part-time Position (estimated 12-15 hours/week)
Compensation: Consistent with Established Policies
Benefits: N/A

SPECIFIC RESPONSIBILITIES

Summary

The Children's Ministry Director Assistant (CMDA) supports the Children's Ministry Director as needed. The majority of CMDA's hours will be on site. Remaining hours can be worked off-site, with the approval of the Director. Although this is a part-time position, the expectation is that the CMDA will bring a high level of quality, efficiency, and flexibility to this position. Duties include:

- Be present on Sunday mornings to help assure the needs of the Crown Town Ministry Team are being met and that Crown Town runs smoothly
- Lead worship and large group sessions in Crown Town once a month
- Resource classrooms
- Begin to regularly post necessary social media communications with families and updates on all social media platforms
- Assist in clerical responsibilities relating to Children's Ministries
- Grow and enhance Spiritual Milestones
- Assist with assimilating high schoolers serving on Sunday morning
- Assist CMD in the preparation of major projects or events
- Use gifts of creativity to enhance children's ministry (updating décor in children's areas/bulletin boards/sound boards)
- Think outside the box and share creative ideas to ensure excellent children's ministries for the glory of God at First CRC, Crown Point
- Other responsibilities, as assigned

Hours

The normal schedule would consist of 2 hours on Sundays (10 a.m.-12 noon) and up to 15 hours throughout the week. The CMDA will generally lead Crown Town worship and large group sessions once a month and should be able to cover Sundays when the CMD is unavailable and for special services (i.e. Christmas program, Palm Sunday, Good Friday, VBS Sunday, etc.) as needed. Trips, seasonal activities, and summer outreach events may expand the number of hours worked upon occasion. First CRC Staff meeting on Monday is not required at this time, but may be helpful for CMDA to attend in the future.

(over)

Email: first@cpcrc.org

Church Website: www.cpcrc.org

Qualifications

- An obvious love for and commitment to the Lord
- Must be committed to the local church and active in building community (Acts 2:42-47)
- A commitment to grow spiritually to develop right attitudes and motives
- Passion to work in and grow ministry
- Experience and love for working with children and comfortable in large group settings of children and volunteers
- Must be a team player with an understanding of this role within the overall ministry and vision of First CRC
- Self-starting, motivated individual
- Strategic, organized individual
- Good communicator
- Working knowledge of Word, Excel, basic computer/tech programs, and social media outlets
- Confronts conflict redemptively and honestly on an individual and private basis
- Must be or willing to become member at First CRC, Crown Point
- Ability to maintain confidentiality in regard to personal matters
- Life-long learner, continually growing in skills and knowledge in areas covered by CMDA description.
- Follows the organizational structure approved by the Council