

Northminster Presbyterian Church Children's Ministry Assistant

This individual has a heart for Jesus Christ and has the desire to build a positive nurturing environment where children can learn and grow in God's love. This person is a part of a vital team responsible for the development and implementation of a ministry to children, infants through fifth grade, and their families, which promotes the vision and mission of Northminster Presbyterian Church.

Responsibilities:

- Assist the Director of Children's Ministry to implement Northminster's vision, goals and practices for effective leadership in ministry to children.
- Assist the Director in the planning and organizing of specific Children's Ministry programs in coordination with the director.
- Monitor Children's Ministries in the director's absence.
- Maintain communications coordination, contact lists, and attendance reports.
- Perform other tasks assigned by the Director of Children's Ministry.

Reports to Director of Children's Ministry

Attributes and Qualifications:

- A love of Jesus Christ and a commitment to his teachings and active member of a church.
- A love of children and their families and a vision for ministering to them.
- An understanding and acceptance of Northminster Presbyterian Church's mission and theological statements.
- Experience in working with children in a structured Christian educational setting. Excellent leadership and communication skills. Highly motivated, reliable, and experienced in working as part of a team.
- Broad computer, internet and social media skills.

Terms:

- 12-month appointment; part-time; 15 hours per week; up to an additional 200 hours annually for summer programming, Christmas and Easter seasons, and special events.
- Flexible working hours include Sundays, some evenings and occasional Saturdays