



BUILD THE HOME, CHANGE THE WORLD.

Position Description: Children's Ministry Assistant

Position Overview

Under the guidance of pastoral and family ministry leadership, the Children's Ministry Assistant will lead SPL Kids Time for the 3 years - Kindergarten class during the weekend contemporary services, Sunday education time, and F3: Family-Faith-Formation (when in session), and help with classroom preparations weekly. This is a part-time position, 10-12 hours weekly, requiring weekend and evening hours. This person will serve and support this area of ministry and partner with other ministry staff, in concert with the purpose, core values, and vision of St. Paul's Lutheran Church.

Accountability

The Children's Ministry Assistant reports to the Director of Children's Ministry, with responsibility to the Senior Pastor and Board of Elders.

Qualifications

The Children's Ministry Assistant will:

- Have a personal relationship with Jesus Christ as Lord and Savior.
- Perform all duties in accord with the mission of St. Paul's and the vision of the pastors and leadership team.
- Be at least 21 years of age.
- Demonstrate teaching, coordinating, organization and planning skills, be reliable, and interact well with children, parents, and volunteers.
- Complete and pass a standard background check.
- Demonstrate experience in a teaching/coordinating setting.
- Be a member of St. Paul's Lutheran Church (preferred).

Responsibilities

In accord with the vision of St. Paul's Lutheran Church, the Children's Ministry Assistant will:

- Lead the SPL Kids Time for the 3 years – Kindergarten class during teaching times (weekend contemporary services, Sunday education time, and F3: Family-Faith-Formation, when in session).
- Help recruit, train, and schedule assistants and teachers for 3 years – Kindergarten SPL Kids Time.
- Teach the 3 years – Kindergarten class as needed.
- Prepare classrooms and organize supplies.
- Prepare Kid Kit sheets, and coordinate Kid Kit volunteers.
- Maintain clear and consistent communication, and regularly report any needs (staff, supply, or personal) and concerns to the Director of Children's Ministry.