

CHILDREN'S MINISTRY ASSISTANT

Job Description

About Valley Hope Church:

The vision of Valley Hope Church is to see the kingdom of Jesus transform the Swannanoa Valley. The vision expresses itself through our core values of: Gospel, Discipleship, Mission, and Community. We do this as a member of the *Evangelical Presbyterian Church* through a variety of ministries to children, students, adults, and missions to the schools, neighborhoods, and people of need in our midst.

Primary Function:

The goal of the ministry assistant is to help the director implement the vision and mission of the church to create life-long followers of Jesus by the use of age-appropriate and developmentally-appropriate Gospel-centered curriculum, events, and training for children (Birth-5th grade) along with their parents and guardians.

Responsibilities:

Organizing and Preparation

- Organize Sunday School classrooms after use
- Prepare classrooms for services and set out items required for lessons and class time
- Keep a general inventory of all items in the classroom and supply closets, report needs to Director
- Assist in setting up and preparing for ministry events
- Assist in organizing and attending special events or projects (VBS, Christmas Program, Upper School Hangouts)

Administrative assistance for the Children's Ministry

- Meet with director weekly to discuss needs, events, ideas
- Create and maintain volunteer schedules
- Upkeep with name volunteer tags and labels
- Other duties as assigned

Sunday Mornings: The assistant will have set up the classrooms before Sunday morning. The assistant will alternate with the Children's Director to run Sunday School check-in and welcome families. The assistant will alternate with the director facilitating Children's Worship time (this will ensure both director and assistant can attend a church service).

Wednesday Nights: The assistant will be available for occasional help facilitating Kids Club OR assist the director EOW if schedule allows.

CHILDREN'S MINISTRY ASSISTANT

Job Description

Qualifications:

- Proven commitment to know and follow Jesus Christ inwardly and outwardly.
- Committed to the personal study of Scripture, prayer, and worship.
- Walks as an Ambassador for Jesus Christ at all times and in all places – understanding that children are very observant, both in church gatherings and in public places.
- Experienced in ministering to children, demonstrating a heartfelt love for children, a desire for them to grasp and live the gospel of Jesus.
- Administratively- gifted in completing tasks and staying organized.

Accountability:

- Supervised by the Director of Children's Ministry and the Session of Valley Hope.
- Participates in annual evaluation with the Director of Children's Ministries.

Conditions of Employment:

- Part-time salaried position
- Target is 10-15 hours a week depending on applicant availability
- Pay is subject to agreed upon hours
- Flexible schedule

Response Process:

If you are interested in applying for this position, please send your resume with a cover letter to Jen@valleyhope.church with copy to Stephens.randye@gmail.com.

