

VANDERBILT PRESBYTERIAN CHURCH

CHILDREN'S MINISTRY ASSISTANT

Job description:

- **Position Title:** Children's Ministry Assistant (CMA)
- **Position reports to:** Director of Christian Education & Learning Center (DCE)
- **Position relates to:** All Children's Education Ministry
- **Position Summary:**
- Working with and accountable to the Director of Christian Education for creating a sustainable ministry environment that guides and nurtures children and their families to a broader understanding of and into a deeper relationship with Jesus Christ.
- This is a part-time position (12-30 hours per week) that requires weekend and evening hours. The hours will be determined in advance and be appropriate for completion of assigned tasks, as well as coverage for the hours of church events and activities. Any changes in work schedule must be approved in advance by the direct Supervisor.

Duties and Responsibilities:

- Meet weekly with the Director of Christian Education to plan and collaborate for ongoing and future faith-formation and worship opportunities for children and their families.
- Work alongside the Director of Christian Education in co-leading and co-teaching children's worship, children's Sunday school and weekly evening children/youth groups. This includes preparing materials and setting up spaces/environments as needed. Assist with maintenance of supplies and materials, and necessary purchases to replenish these items.
- Ability to develop a vision, plan, and implement under the supervision of the Director of Christian Education special events, including but not limited to Blessing of the School Year, Bible Sunday, Fall Festivals, Advent/Christmas, Easter, Family Led Worship, Vacation Bible School, Family Summer Events and other seasonal/special events.
- Support and assist the DCE with Education Ministry Team meetings and preparation of any proposals and materials for Session/congregation use.
- Continually identify, build relationships with, and empower volunteers to assist with ongoing ministry and special events throughout the year.
- Handle responsibilities of the DCE in the absence of the DCE.
- Create and assist with the preparation of video productions and digital meetings. Be technologically competent in using existing and future VPC digital and A/V systems.
- Ensure that the children's ministry at VPC is conducted in a manner consistent with the mission, vision, values and goals that are defined for VPC.

Administrative Responsibilities:

- Be actively involved and present for Education Ministries Team and staff meetings as designated by the DCE.

Other Responsibilities:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities or requirements that are necessary for the employee for this job. Duties and responsibilities may change at any time and with or without notice. Ability to be a team player and be flexible in fulfilling needs as requested or as observed is expected.

Qualifications and Requirements:

- A personal relationship with Jesus Christ and a heart and passion for sharing God's love with all children and their families.
- Preferred three (3) — five (5) years of experience working with children and children's programming.
- Preferred Associate Degree or Christian Education Certification.
- This person must demonstrate excellent verbal and written communication skills, as they will regularly interact with children and their families (primarily ages birth through sixth grade).
- Demonstrate these personality traits: Energetic, Dynamic, Compassionate, Welcoming, Flexible.
- Experience in planning large and small scale events.
- Proficient in social media and willing to learn digital design and production.
- Ability to work alongside the Pastor and/or Associate Pastor, Director of Christian Education, other staff members and volunteers.
- Experience in computer software such as Canva, iMovie, Excel, Word, etc.
- Physically able to perform duties related to the position.
- Ability and desire to minister to and with special needs individuals.
- Required to pass a background check through the Florida Department of Law Enforcement and F.B.I., drug screening, and obtain current certification in First Aid and CPR.

Work Environment:

- The work environment is a professional office arrangement. As a church, it is important to convey a serving attitude and accommodating spirit to our members, guests and other people who interact with the church.

Job Type: Hourly - Part-time

Flexible schedule

Work Location: In person

