



Job Description

Title: Kids Ministry Assistant

Direct Report: Director of Kids Ministry

Greenwood Vision Statement: A new generation of disciples for the renewal of all things.

Position Summary: The Kids Ministry Assistant partners with the Director of Kids Ministry to develop and implement a Jesus-centered Kids Ministry in a fun, loving, gospel-focused environment with trained and equipped leaders. Administratively, this position is responsible for maintaining accurate data on families, volunteers, and kids and coordinates curriculum and supplies for Preschool Worship, Classes, and events.

COMPETENCY: Strives for high level of performance in all areas of their job.

Best Practices Expert: teachable and constantly seeking ways to improve their ministry through research, learning and training in their area.

High Work Ethic: demonstrates initiative, a high capacity and willingness to do what is required in their job.

Incarnational Leader: leads by example and spends at minimum 30% of their time hands-on in their ministry.

Required Responsibilities:

1. Provides support for all areas of Preschool Ministry under the direction and leadership of the Kids Ministry Director.
2. Connects and builds relationships with Greenwood kids, families, and staff.
3. Provides administrative support to Director of Kids Ministry that includes all aspects of Kids Ministry and working with ministry-specific software and communicating with leaders and volunteers to implement Preschool/Kids Worship, classes, and events.
4. Registration and support for Preschool/Kids Ministry classes, trainings and events including preparing requested materials and ensuring proper follow-up.
5. Data input/maintenance/reporting in Community Church Builder database. Ongoing self-education of the Community Church Builder system to enhance ministry tools.
6. Collections and submittal of Preschool Ministry information for the weekly newsletter, and website.
7. Weekly attendance at meetings with the Director of Kids Ministry.
8. Coordination and management of the Greenwood Community Church volunteer system for Preschool/Kids Ministry.
9. Regular attendance at the Monthly Emerging Generation Team meetings.
10. Assist with weekly curriculum preparation for Preschool/Kids Classes, including shopping, reimbursement, copying and assembly and breakdown of classroom bins.
11. Organize and maintain the Resource Room including inventory and replenishing of Kids Ministry supplies.
12. Is a self-starter and can promptly follow through with assignments given by the Kids Ministry Director.
13. Additional responsibilities as directed by Supervisor.

Required Skills:

1. Ability to lovingly lead, teach and shepherd children, parents, and leaders.
2. Cultivates a serving culture which mobilizes and empowers leaders who serve in Kids Ministry.
3. Ability to communicate well with children and adults.
4. Strategic thinking and organizational ability in communicating, planning, and tracking attendance.
5. Ability to supervise, lead and train children's leaders and staff.
6. Discernment in selecting leaders.
7. Actively pursues feedback from children, parents, and leaders.
8. Willingness to support all aspects of Kids Ministry.
9. Experience with the following computer programs:
 - Word(required)
 - Outlook (required)
 - Power Point (willing to learn)
 - ProPresenter (willing to learn)

CHARACTER: Demonstrates a growing, grace-based relationship with Jesus and the marks of a disciple.

Pursues God: has a passionate, thriving relationship with God, nurtured through worship, Bible study and serving others. Actively lives the principles of up, in and out.

Servant Leader: exhibits a strategic, confident, humble leadership style. Authentically acknowledges imperfections, limitations, weaknesses, and dependence on the Spirit. Desires to improve, seeks feedback and does not blame others in the face of failure and mistakes.

Generous: gives of time, resources, and talents. Demonstrates obedience and trust in God through giving to the church.

Holiness: lives a life of Biblical, Spirit-led obedience. Maintains Christ-honoring, healthy relationships, and behaviors. Seeks accountability and mentoring in all areas of life.

CHEMISTRY: a positive team player who actively builds biblical community.

Enthusiasm: displays a positive, playful, fruit of the Spirit presence. Is high-energy, proactive and contagious in leading. Creates a joyful, welcoming environment.

Relational: builds teams and works collaboratively with staff and volunteers. Maintains healthy, effective, positive relationships.

Conflict: brings resolution to conflicts through biblical principles (Matthew 5 and Matthew 18). Submits to authority. Does not triangulate; goes directly to someone when out of accord. Does not harbor grudges or bitterness. Applies the principles of James 1:19 in relationships.

Trust: believes the best in others. Is authentic, speaking the truth in love, is trustworthy and extends trust to others.

CULTURE: Exhibits and leads with intention the Vision and Values of Greenwood.

Agreement: Maintains full agreement with our Mission, Vision and Values, Policy on Marriage and Sexuality, The EPC Essentials of the Faith, and The Westminster Confession of Faith (with noted exceptions).

Faithfulness: Exhibits commitment through active participation in Sunday morning worship, church-wide events and participation/serving in other areas of ministry.

Equips Volunteers: values recruiting and developing volunteers. Is high invitation and high challenge. Has a strategic and relational approach, casting vision as they lead and train.

Attitude: responds positively to change. Seeks to improve constantly. Works joyfully and diligently as one called by God to their ministry.

Hours: This position is 20-24 hrs. per week

Church Membership Required: Not Required