



FIRST ARP CHURCH GASTONIA, NC

ASSISTANT DIRECTOR OF CHILDREN'S MINISTRY

Position Summary:

The Assistant Director of Children's Ministry assists the Director of Children's Ministry in the leadership, administration, and assimilation of the children's ministry at First ARP Church.

The person will:

- A. Maintain a vibrant relationship with Jesus Christ.
- B. Maintain a healthy personal and family life.
- C. Maintain a teachable spirit.
- D. Have a heart for gospel-centered ministry in the local church.
- E. Demonstrate a willingness to be a team player and the ability to relate to all types of people.

Primary Responsibilities:

- A. Serve as advisory member of Children's Ministry Team (CMT).
- B. Attend CMT and quarterly volunteer staff orientation.
- C. Assist with all general children's ministry programs and events, as needed. Be willing to plan and facilitate age graded events (i.e. Club 23, Club 45, West Gastonia Bible Clubs) and programs.
- D. Assist with childcare, Sunday School, Worship Care, Wednesday Night Ministry as a caregiver or classroom teacher as needed for all ages of children.
- E. Assist in maintaining care and hospitality ministry through visitation/contact during special life events.
- F. Assist with volunteer recruitment and training as needed.
- G. Serve as the co-director in the planning and preparation of VBS and other preschool/elementary camps.
- H. Attend weekly staff meetings.
- I. Meet weekly with the Director of Children's Ministry.
- J. Other duties as assigned by the Director of Children's Ministry.

Immediate Supervisor:

The Assistant Director of Children's Ministry reports directly to the Director of Children's Ministry.

Qualifications:

Must have Christian educational training with an emphasis on children; desired to have at least 3 years of experience in education and teaching, must adhere to the doctrines of reformed theology and the ARP denomination, and must have love for children and the ability to communicate God's love to children.

Must be able to lift, stand, walk, stoop, sit, kneel, and crouch for periods of time, as job requires interaction with children and the mobility to handle and move resources, as needed.

Scheduled Work Hours and Applicable Benefits:

The scheduled work hours for this position are 24 hours per week which should include regular office hours. Employee is eligible for church holidays, vacation leave, sick leave, maternity leave, bereavement leave, retirement plan, workers compensation, and jury duty benefit. As the hours per week for this position is less than the normal 40 hours per week, eligible vacation and sick days are pro-rated accordingly.

Revised April 9, 2019