

Ministry Support Job Description

Village Kids Ministry Assistant

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God
2. Model biblical integrity in all things. (Titus 2:7-8)
3. Model biblical community in relationships as described in the “one another” commands in Scripture.
4. Support a multi-staff and multi-cultural team ministry.
5. Understand and be willing to submit to Village’s Doctrinal Statement, Church Covenant, Mission Statement, Position Statements, and Policies.

Ministry & Job Specific Qualifications

1. Must possess a love for children.
2. Must have proven ability to understand and work with children, staff, volunteer teams, and parents.
3. Must be a teachable, team-oriented person who is self-motivated and efficient.
4. Must continue to develop skills and expertise to lead a multicultural ministry.
5. Must be able to take direction and execute independent projects.
6. Must be reliable and exercise critical thinking skills in a fast paced environment.

Primary Job Responsibilities

1. Admin Support
 - a. Prepare for Sunday programming early each week:
 - i. Photocopy weekly Parent Cues and God Time Cards for all ages and group them for dispersal by small groups
 - ii. Photocopy activity pages needed for Sunday lessons
 - iii. Collect supplies needed for activities and
 - iv. Clean out old activity pages and handouts after each Sunday
 - v. Organize all new activity supplies and handouts for small group leaders weekly
 - b. Check on regular supplies and keep refreshed (pencils, crayons, glue sticks, Etc.)
 - c. Work with Elementary Sunday Coordinator on special events (Parent meetings, leader trainings, Jingle Jam, etc.).
2. Worship Ministry
 - a. Recruit and train volunteers to lead worship on Sunday mornings for elementary and preschool programs, and for special events
 - b. Develop and maintain playlist of age-appropriate worship songs and videos that coincide with lesson themes
 - c. Teach motions or dance moves to children
 - d. Integrate cross-cultural considerations into worship
 - e. Develop worship leaders among children
3. Tech Assistant
 - a. Keep all devices updated (computers, iPads, Apple TV’s)
 - b. Ensure all devices and software are running for Sunday and Wednesday programs
 - c. Be present during program check-in to troubleshoot any problems that occur with

- check-in, TV's, projector, or sound
- d. Ensure content is loaded properly for Sunday morning on Apple TVs
- e. Coach volunteers on how to properly operate Apple TV's, projector, and other equipment
- f. Make recommendations for upgrading equipment
- g. Contact KidCheck if necessary for any issues that arise
- h. Assist parents with creating KidCheck accounts

Relationships

1. Reports to Elementary Sunday Coordinator
2. Receives an annual review from supervisor according to the review policy established by the Personnel Commission.