



Kids Ministry Assistant Director Job Description

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ as evidenced by spiritual maturity and passion for God.
2. Model biblical integrity in all things (Titus 2:7-8).
3. Model biblical leadership as an equipper of the saints for ministry (Eph 4:11-13).
4. Model obedience for pursuing the biblical community as described in the "one another" commands in Scripture (Mark 9:50, John 13:34; Romans 14:19, Phil 2:3).
5. Model a personal ministry of evangelism and discipleship.
6. Support a multicultural staff and multicultural team ministry.
7. Be in full agreement with Village's Doctrinal Statement, Church Covenant and Mission Statement.
8. Understand and acknowledge Village's By-Laws, Position Statements and Policies.

Ministry & Job Specific Qualifications

1. A vibrant relationship with Jesus
2. Minimum 2 years' experience working with children
3. Current technology skills
4. Learning mindset, fun demeanor, and inclusive posture
5. Demonstrated experience and enthusiasm for multicultural ministry
6. Level 3 English Proficiency
7. Fully vaccinated against Covid-19

Primary Job Responsibilities

Village Church is seeking an experienced Assistant Director for our Kids Ministry with a passion for leading our children, parents and volunteers in a multicultural ministry discipling children to follow Jesus.

Job Duties

1. Assists the Director of Kids Ministry in recruiting, equipping, and providing support to the Kids Ministry volunteers for programming such as Sundays, mid-week programs, VBS, and other special programs.
2. Oversees Awana ministry and Awana ministry volunteers.

3. Able to lead large and small groups of children as needed.
4. Able to interact and direct adults (parents, volunteers).
5. Assists the Director in planning and carrying out events.
6. Emphasizes and uses a relational ministry approach by developing and encouraging relationships with parents, kids, and volunteers from multiple cultural backgrounds.
7. Meets weekly with the Director of Kids Ministry and participates in appropriate staff meetings.
8. Responsible for personal spiritual development attending worship at Village Church, in person when possible, or weekly online.
9. Helps to oversee volunteers and scheduling
10. Fulfills other responsibilities as deemed necessary by the Director of Kids Ministry

Relationships

1. Reports to Director of Kids Ministry
2. Receives annual review from Director of Kids Ministry according to the review policy established by the Personnel Commission.
3. In a “soul-care” relationship, where continued spiritual formation is the aim.