

NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Children's Ministry Assistant, Mission Campus, 10 hours per week

MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of an Deacon, as outlined in I Timothy 3.

PRIMARY FOCUS

As a member of the Children's Ministry (CM) Team you will be working closely with the Pastor of Children's Ministry at the Mission Campus. You will be working on children's ministry and Vacation Bible School administrative work and preparations.

MINISTRY RESPONSIBILITIES

1. WEEKLY ACTIVITIES:

- a. Various types of administrative work as required by the Pastor of Children. This will include preparing posters, spreadsheets, flyers, handouts, crafts and documents of various types for Northview Kids on Sundays and for Vacation Bible School. This may also include decorating some children's ministry spaces at the Mission Campus as needed.
- b. Shopping online or at various stores locally for various supplies needed for Northview Kids on Sundays and for Vacation Bible School. These materials will need to be dropped off and put into the proper storage locations available at the Mission Campus.
- c. Work 30- 40 hours for each of the 2 weeks of VBS in July. Work 30-40 hours per week for one or two weeks prior to VBS as required by the children's pastor at the Mission Campus.

2. GENERAL:

- a. Staff/Office relations:
 - i. Meet with Pastor of Children twice a month for a brief meeting.
 - ii. Attendance at CM staff retreats and planning sessions is optional.

STATEMENT OF RELATIONSHIPS

The CM Assistant reports to the Children's Pastor at the Mission Campus.

NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Children's Ministry Assistant, Mission Campus, 10 hours per week

QUALIFICATIONS

High level of competency and skill in the use of computers is a requirement for this position. Good organizational skills and ability to set up systems and structures that can be easily followed by others is also necessary. Evidence of good interpersonal skills and a demonstrated desire to serve others. In agreement with Northview's confession of faith and philosophy of ministry, both in belief and lifestyle, and makes Northview Community Church their home.

PERSONAL CHARACTERISTICS

The following characteristics are considered essential for the candidate to be successful in this role:

1. **Personal Characteristics:**
 - a. Maintain personal spiritual growth through daily prayer and Bible study.
 - b. Maintain marriage and family integrity through careful, close and frequent examination of priorities.
 - c. Maintain personal commitment to outreach.
 - d. Support the many aspects and functions of Northview Church through attendance, giving, the encouragement of colleagues and prayer.
 - e. Maintain integrity of work ethic.

The incumbent must make Northview Community Church his/her home church.