

NORTHVIEW COMMUNITY CHURCH
JOB DESCRIPTION
Children's Ministry Assistant, Mission Campus

15 hours ... (which includes 5 hours on Sundays)

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 qualification of a Deacon, as outlined in 1 Timothy 3.

PRIMARY FOCUS:

As a member of the Children's Ministry Team you will be working closely with the Pastor of Children's Ministry at the Mission Campus. You will be facilitating the safety and security of the children and organizing materials for curriculum development. You may also be helping with the clean-up and set up of classrooms for ministry, toy clean up and some teaching as needed. You will also be assisting in the recruitment, training and encouragement of volunteers.

MINISTRY RESPONSIBILITIES:

A. WEEKLY ACTIVITIES:

- a. Assist with preparations for weekend ministry for the nursery, preschool and elementary school aged children.
- b. Oversee and facilitate volunteers involved with Children's Ministry under the direction of the Associate Children's Pastor of the Mission Campus.
- c. Help develop curriculum and help with teaching as needed. Help with KidCheck as needed.
- d. It is necessary to work most Sundays of the year. Vacations to be scheduled on the 'family service weekends' since children's ministry classes are not offered on these weekends.

B. SPECIAL EVENTS:

- a. Assist with planning and facilitating special events at the Mission Campus which may include:
 - i. Christmas Program.
 - ii. Easter emphasis.
 - iii. Summer Ministries: it is necessary to work every morning for the 2 weeks of Vacation Bible School in the summer time in addition to most Sundays in the summer.
 - iv. Fall Festival Events.
 - v. Global Connections weekend.

C. GENERAL:

- a. To assist all pastors and other office personnel in any necessary task to ensure an efficient, professional and God-serving Church.
- b. Staff/Office relations:
 - i. Attend staff meetings as required.
 - ii. Attend staff functions as required.
 - iii. Attend CM staff retreats and planning sessions as required.
- c. Personal Characteristics:
 - i. Maintain personal spiritual growth through daily prayer and Bible study.
 - ii. Maintain marriage and family integrity through careful, close and frequent examination of priorities.
 - iii. Maintain personal commitment to outreach.
 - iv. Support the many aspects and functions of Northview Church through attendance, giving, the encouragement of colleagues and prayer.
 - v. Maintain integrity of work ethic

QUALIFICATIONS:

An academic degree or working towards an academic degree in a child related area and/or obvious interest, passion and experience in Children's Ministries. Good organizational skills and ability to set up systems and structures that can be easily followed by others. 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.

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