

# NORTHVIEW COMMUNITY CHURCH

## JOB DESCRIPTION

### Nursery & Preschool Assistant

DEPARTMENT	Children's Ministries
REPORTS TO	Nursery & Preschool Coordinator
RESPONSIBLE FOR	Assisting with Weekend and Village Kids Ministries
ALLOTTED HOURS	25 hours
REVISED	September 3, 2019

#### 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 a Deacon, as outlined in I Timothy 3.

#### PRIMARY FOCUS

As a member of the children's ministry team you will be working closely with the Children's Ministry Pastor, Nursery & Preschool Coordinator and other members to complete the tasks required for the Nursery/Preschool ministries. You will be facilitating the safety and security of the children by screening potential workers. You will also assist in the recruitment of volunteers and continually be a source of encouragement to these volunteers.

#### MINISTRY RESPONSIBILITIES

##### 1. Weekend Preparation (10 hours)

- Weekly Tasks:
  - Prepare large group bible lesson on scheduled teaching weekends.
  - Plan and prepare crafts and gather necessary supplies each week.
  - Prepare craft projects for craft helpers to assist with.
  - Prepare weekend supplies for East Abbotsford Campus.
  - Keep track of classroom supplies and replace stock as needed (snacks, playdoh, colouring paper, prizes, toys, stickers, disinfectant, paper towel, cleaning supplies, etc.).
  - Setup preschool classrooms for weekend ministry (craft, activity, teaching pic, snacks, etc.) - *alternating with other nursery & preschool assistant.*

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- Clean nursery & preschool toys.
- Clean up after weekend ministry:
  - File / store extra crafts and take homes for later use (Puddle Jumpers, Village Kids, etc.)
  - Tidy classrooms
- Monthly Tasks:
  - Film and post monthly memory verse to Facebook page.
  - Coordinate with kitchen staff to order snacks (crackers, chex, fruit leathers, popcorn, arrowroots, mum-mums, etc.)
  - Organize preschool supply cupboard.
- Other Tasks:
  - Assist Nursery & Preschool Coordinator in curriculum writing (craft & activity portion)
  - Work ahead to prepare everything needed for curriculum rotation (craft templates and supplies, bookmarks, take home, etc.)
  - Attend CM bi-weekly staff meeting
  - Attend monthly Northview staff meeting
  - Attend CM volunteer training days, staff training days, retreats, conferences as required.
  - Assist in various administrative tasks (emails, etc.)
  - Other miscellaneous tasks

## 2. Weekends: Sunday and 2 Saturdays per month (5 - 8.5 hours)

- Teach large group on scheduled teaching weekends (1/month)
- Facilitate preschool weekend ministry and oversee volunteers on Saturday nights.
- General Weekend ministry tasks:
  - Teach large group or classroom / nursery
  - Assist with bathroom breaks
  - Be available to fill gaps where needed (in classrooms, nursery, hallway)

## 3. Village Kids (6.5 - 10 hours)

- Weekly Tasks:
  - Manage registration and enter each registration into google sheets.
  - Attend Village Kids at Abbotsford Evangelical Free Church on Thursdays (2:30 - 5:00 pm plus clean up)
  - Connect with kids and parents
  - Plan activities

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- Assist with craft, gym time, bible lesson, leading groups, etc.
- Bring leftover craft and take homes from weekend
- Plan curriculum for the bible teacher (Discipleland or Gospel Project)
- Bring any weekly supplies needed.
- Monthly Tasks:
  - Email and connect with Village Kids volunteers
  - Collect receipts from Jayme Yarema (role) and Tracy Moorhouse (role)
  - Track Village Kids budget
  - Manage service practicum student if required.

#### **4. Special Events**

- Assist with various special events as requested throughout the year.

#### **STATEMENT OF RELATIONSHIPS**

This position reports to the Nursery and Preschool Coordinator. The Nursery and Preschool Coordinator reports to the Pastor of Children's Ministries. The Pastor of Children's Ministries reports to the Pastor of Family Ministries.

#### **QUALIFICATIONS**

Excellent organizational skills. Proficient level of word processing skills and demonstrated desktop publishing skills; ability to generate professional PowerPoint presentations and advertising. Effective written and oral communication skills. There should be evidence of good interpersonal skills, and a demonstrated desire to serve others. Must be in agreement with Northview's confession of faith and philosophy of ministry, both in belief and lifestyle.

#### **PERSONAL CHARACTERISTICS**

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

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with youth of all ages.
4. Able to communicate clearly.

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5. Agrees doctrinally with church leadership on primary and secondary level beliefs.

6. Is known to have a lifestyle that honors and uplifts the name of Christ.

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

#### **SIGNATURE BLOCK:**

This job description accurately reflects the requirements of this position:

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Supervisor

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Date

I have read and understood this job description:

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Employee

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Date