

## **Job Title:** Family Minister Assistant- Town & Country Christian Church

- Leading kids into a dynamic relationship with Christ and equipping them to grow and serve.
- Creating an environment encouraging families to create a discipleship focus in their homes.
- Assist in overseeing all ministries for children: birth - 12th grade (emphasis on Nursery Ministry-6<sup>th</sup> grade).

**Reports to:** Family Minister; all staff is under the direct leadership of the Lead Minister & Elders.

**Status:** Permanent Part-time Position (20 hours per week)

### **Measurable Criteria Requested:**

While there are not specific education requirements for the selection of this position, a minimum of a bachelor's degree (or the pursuit of a bachelor's degree) in the field of Education, Early Childhood Development, Christian Education, or Children's Ministry is preferred.

- Agreement with T&C's mission and statement of faith.

### **The following observable qualifications are valued:**

- A personal, active, and growing personal relationship with God through Jesus Christ.
- Spend time in prayer to be in tune with God's plan for your ministry.
- Displays mature spiritual leadership with a servant's heart.
- Has an "extra mile" mentality.
- Has a passion for children and families.
- Personable, friendly, warm and approachable.
- Strong verbal and written communication skills.
- Maintain strong marriage and family connections.

### **Church Ministry Team Responsibilities:**

- Pray continually for children, parents, staff, community and the lost.
- Attendance expected at various churchwide activities in addition to weekend services. Regular meetings, communication, prayer, and encouragement will be expected in an effort to build relationships within the staff and church leadership to work as a team.
- The Family ministry is one part of the overall ministry of Town & Country. The Assistant Family Minister should support the overall ministries of T&C while serving primarily in the area of Kids Ministry. Additional responsibilities may include: evangelistic efforts, shepherding responsibilities, hospital calls, teaching, counseling, and supporting other ministries when needed, etc..

### **Family Ministry Assistant Position Responsibilities:**

- Develop and lead others effectively through the purposes and vision of Kids Ministry at T&C.
- Partner in creating environments, curriculum and programs for each age group that will facilitate learning and encourage spiritual growth for children and their families through weekend services, various activities and events; providing opportunities for worship, fellowship, service, and evangelism.
- Assist in recruiting, training, scheduling, leading and encouraging teams of volunteers.
- Collaborate with the Family Ministry Team for overall effective ministry planning.
- Coordinate and maintain nursery-6<sup>th</sup> grade volunteer teams, resources and supplies.
- Oversee Child Dedication event and weekend, with classes describing its purpose.
- Help plan and oversee special events such as VBS, Child Dedication, camp, Fall Kickoff, etc.
- Ensure thorough and efficient communication with parents and volunteers regarding updates, and curriculum details, via newsletter, flyers and social media as well as prompt replies to emails, voicemails and mail received.

This job description may include other duties as assigned by the Family Minister and Lead Minister which are consistent with the general requirements and qualifications of the position.