



New Creation
United Methodist Church

Working Title	Assistant Children's Ministry Director
Ministry Area	Education Committee, Ministries with Young People (Children's Ministry)
Reports To	Director of Ministries with Young People
Type of Position	Staff
Type of Job	Part-time
Job Description	The Assistant Children's Ministry Director assists the Director of Ministries with Young People (MYP) in implementing the Director's vision for Children's Ministry by coordinating one ministry program and supporting the development, implementation and coordination of the remaining ministry programs.
Responsibilities	Include but are not limited to: <ul style="list-style-type: none">● Provide logistical and strategic support for existing Children's Ministry programs● Support the MYP Director in implementing new Children's Ministry programs and improvements to existing Children's Ministry programs● Organize and coordinate Vacation Bible School, the annual summer children's program.● Maintain and update records in the Children's Ministry database as necessary, including family and volunteer information● Assist with maintaining Children's Ministry communication channels, including bulletin boards, electronic newsletters, and social media● Present a positive image of New Creation to members of the community and the ministry
Knowledge, Skills and Abilities	Knowledge of biblical and doctrinal principles expressed through the United Methodist Church, excellent written and verbal communication, excellent time management, excellent collaboration skills, ability to provide spiritual guidance and impart biblical knowledge to children and their families, ability to provide counseling and mentoring to children, ability to lead or assist leading Bible studies or small group discussions
Preferred Knowledge, Skills and Abilities	Knowledge of social media platforms and ability to know what will engage the ministry's key target audiences on each platform
Education or Training	Associate's Degree or equivalent experience, must have strong interpersonal skills along with a strong Christian faith and dedication to living a life worthy of Christ
Level or Type of Experience	At least one year of coordinating any ministry program, preferably related to Children's Ministry
Conditions of Employment	Bi-weekly one-on-one meetings with the MYP Director (and/or Senior Pastor, as needed), actively attend worship services and activities at New Creation.
Hours Required	~12 hours per week (~624 hours per year)
Annual Salary/Hourly Rate	Commensurate with education and experience