



## POSITION DESCRIPTION

- TITLE:** Early Childhood (EC) Ministry Assistant
- OBJECTIVE:** Assist the Director of Young Families and Children's Ministry in delivering programs and ministry for Early Childhood aged children (infants through kindergarten) by providing leadership and direction to the children, their families, and volunteers in a manner consistent with the mission, vision, and principles of Lake Avenue Church Ministry Plan.
- SCOPE:** This position is located in the Children's Ministry area, within the Congregational Life Department of Lake Avenue Church
- CLASSIFICATION:** This position is classified as non-exempt

### THE QUALIFICATIONS

Qualifications in this area identify characteristics that are expected of all Lake Avenue Church ministry staff.

- Committed to growing in Christlikeness with spiritual gifts of leadership and pastor/shepherd. Model an authentic relationship with God and have demonstrated the ability to maintain a healthy balance between ministry and home life.
- Ability to equip and empower others to do the work of ministry and a passion for helping lead people into a life of discipleship and growth in Christ.
- Gifts of pastoral care, administration, and teaching.
- Evangelistic heart and ability to build a ministry in which children are cared for and ministered to on their journey to a personal faith in Christ.
- Capacity to lead and develop a team of volunteers to implement effective, innovative, and relevant ministry for the purpose of increasing span of care.
- Exceptional leadership, interpersonal, organizational, communication, and time management skills.
- Capacity to work with and lead people with a wide range of gifts, strengths, personalities and passions.
- Experience working with and leading people from diverse racial, cultural and socio-economic backgrounds, and the ability to function and communicate the Gospel with them.
- Innovator and self-starter.
- Capacity to express care and compassion to those in need.
- Strong character with good judgment; exceptional interpersonal relational skills; team player.

- Agreement with the Lake Avenue Church Statement of Faith.
- Maintain a growing a relationship with Jesus Christ and show a personal commitment to the local body at Lake Avenue Church.
  - Attend a worship service regularly
  - Pursue Community, accountability, friendships
  - Care for yourself, physically, spiritually emotionally
- Previous experience with and passion for working with young families and children is preferred

**EXPECTATIONS:**

*Include but are not limited to:*

- Be people oriented, exhibiting genuine care for others.
- Exhibit a ‘can do’ attitude - Ability to maintain productive and positive communication with other staff members, supervisors, community partners, and individuals you come in contact with, when receiving daily tasks, taking on an area of responsibility, handling projects, and/or negotiating the challenges often associated with each of these items.
- Be a proactive self-starter - adopting a creative approach to completing and solving assignments. This may include researching or learning a new way of accomplishing the task, but doing so with self- motivation.
- Have the ability to ‘shift gears’ several times throughout the day, handling a variety of details, still maintaining focus and diligence toward task completion.
- Handle phone calls and emails in a personable and caring manner, with genuine concern and interest for each person’s requests and/or needs. Facilitating resolution if possible, on matters as they occur.
- Adhere to all internal processes and policies, which is an integral part of the performance expectations associated with every staff position.
- Attend Worship services, special ministry events, and participate in staff functions and meetings.
- Assist supervisor with other tasks as assigned.

**SPECIFIC MINISTRY RESPONSIBILITIES**

*Include but are not limited to:*

- Oversee classroom supplies & bulletin boards
  - *Classroom bins*
    - Look ahead at the curriculum to decide what supplies are needed
    - Gather all supplies and prepare them for Sunday morning
    - Deliver and retrieve supplies to/from classrooms on Sundays
    - Decorate classroom bulletin boards and/or gather volunteer assistance
- Facilitate and maintain the LAC Check-In System
  - Help with administrative tasks related to the check-in system and processing new families
- Sunday Host
  - Work with Coordinator to assist in assigning volunteers to classrooms on Sunday mornings
  - Take attendance
  - Provide supplies and curriculum/lesson guidance to volunteers
  - Greet and assist families
  - Rotate with volunteers and Ministry Assistants at the check in kiosks

- Assist Director and Coordinator with Sunday classroom rotations
- Printing Administrative needs
  - Work with The Director to communicate information to families through weekly newsletters, etc.
  - Determine and communicate print needs for the weekend
- Second Hour Support
  - Provide ministry care to children during Adult Sunday School second-hour as needed
  - Work with The Director & Coordinator to foster activity curriculum for second-hour
- Special Ministry Events
- Join with the Student and Children’s ministries team to facilitate and host events for children and families.
- Support the Children’s Ministries staff in the implementation of the summer VBS program.
- Support LAC ministries with childcare (i.e. MomCo, Marriage Ministries, etc)
  - Provide leadership and oversight for nursery caregivers
  - Coordinate schedules with Director for ministry and special ministry events
- Volunteer Care
  - With the Director, equip and encourage volunteers for Early Childhood Ministry, providing leadership, care and support for the volunteer team.
  - Create consistent rhythms of communication with Early Childhood volunteers on a weekly basis
- Communication and Parent relationships
- Follow-up by phone or email to build relationship with new families or to support families as needs arise beyond weekend services
- Use communication systems of Lake Avenue Church (Rock, LAN, website, etc.) to inform families of ministry opportunities.
  - Communicate with parents about current teaching series, curriculum, and goals in order to empower parents to more effectively spiritually mentor their children

**RELATIONSHIPS:**

Reports to: Director of Children’s Ministries

Works with: LAC staff, children, families and volunteers

A part of: Congregational Life

**HOURS:** 15 hours per week, includes Sunday hours (5) and weekday hours (10); specific schedule determined in collaboration with supervisor, seasonal flux in hours related to VBS Coordination and Special Events.

**SUBMISSION & APPROVAL:**

\_\_\_\_\_  
Prepared & Submitted by – Dr. Christy Cooper  
Director of Young Families and Children’s Ministry

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Date

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Reviewed by – Dr. Nick Barrett  
Associate Pastor of Congregational Life

\_\_\_\_\_  
Date

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Approved by – Dr. Mathew P. John  
Senior Pastor

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Date

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Approved by – Tiffany Reynoso  
Executive Director of Church Operations

\_\_\_\_\_  
Date

**ACCEPTED BY:**

\_\_\_\_\_  
[Employee]

\_\_\_\_\_  
Date

**RECEIVED BY:**

\_\_\_\_\_  
Steven Escobosa  
People Operations Manager

\_\_\_\_\_  
Date