



K-6 Summer Ministry Assistant

Working Title:	K-6 Summer Ministry Assistant
Reports To:	Pastor of K-6 Families
Type of Position:	Temporary Full-time (May–August, 2019)
Remuneration:	Based on qualifications & salary grid
Date Established:	February 22, 2013
Revised:	January 30, 2019

Purpose / Summary

The main purpose of the K-6 Summer Ministry Assistant is to provide support in the kindergarten to grade 6 programs so that children's ministry staff members are able to get prepared for fall programs, ministry plan, and take vacation days. This person needs to have the competence and confidence to direct Sunday programs in the absence of other staff members. This position would be a great experience for someone interested in education, church ministry or working in the non-profit world.

Key Responsibilities

- Provide ministry support for Pastor to K-6 Families – produce handouts, write emails, bulletin announcements, volunteer spotlights, web page updates, cleaning/organizing etc.
- Assist in the recruiting, scheduling, orientation, and mobilization of volunteers in the K-6 programs for the summer and fall.
- Understand and know the Children's ministry guiding principles and strategic plan. Use document as a guide to make decisions on how to best prepare Children's ministry for the fall, winter and spring.
- Take turns directing Sunday K-6 programs. Currently we have 9am, 11am, and 6pm services. These services are approximately an hour and 20 minutes in length. Oversight to services are done on a scheduled basis. Currently this position can expect to oversee 1 or 2 services per Sunday. Directing a service responsibilities:

- Ensure that K-6 classrooms, theatre, foyer, and volunteer meeting places are prepared and ready for the arrival of Team Leads, Serves, and Families.
- Ensure that K-6 areas are closed up and/or made ready for the next service
- Communicate with and support team leads as they lead the volunteer meetings, emcee large group teaching, and manage classrooms.
- Support the large group teacher and tech team for that service.
- Be available for unforeseen circumstances and emergencies

Meetings

- Participate in staff meetings
- Participate in family ministry team development meetings twice a month

Qualifications

- Spiritually growing Christian
- Post-secondary education in Social Work, Theology, Elementary Education, Ministry, or another related field. A completed degree is not required. This position is ideal for a student returning to college in September.
- Highly motivated
- Ability to anticipate needs, be highly organized, pay attention to detail, multi-task and be a good time manager
- Demonstrated interpersonal skills with children and their parents as well as both student and adult volunteers
- Proficient in the use of Microsoft Office programs - Word, Power Point, Excel and Outlook
- Demonstrated excellence in written/verbal communication skills
- A high level of initiative and the ability to work independently and perform duties with minimal direction and supervision
- Must sign the CrossRoads Staff Lifestyle Agreement
- Must provide criminal record check and child intervention check (child welfare check)
- Must Sign a Confidentiality Agreement

Process

Please submit your resume and cover letter to Bobbi Kroeger at the Church Office or via email to BobbiK@CrossRoadsChurch.ca.

Closing date April 10, 2019

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