



3700 Prosperity Church Rd.  
Charlotte, NC 28269  
[www.stonebridge.org](http://www.stonebridge.org)

**Job Title:** Assistant Director of Children's Ministry  
**Reports to:** Director of Children's Ministry  
**Status:** Full-time

**Job Purpose:** This position assists in the oversight of the children's ministry (infant through 6<sup>th</sup> grade), helps to direct and implement its vision, and labors to ensure the ministry is aligned with the overall philosophy and ministry of StoneBridge Church Community.

**Essential Functions:**

- Following the strategic guidance of the Director of Children's Ministry, the Assistant Director of Children's Ministry will provide leadership and direction to their area of the children's ministry, creating an environment that establishes and nurtures children in their faith.
- Working closely with the Director of Children's Ministry to identify and establish long-range curriculum plans. This includes establishing the scope and sequence of the curriculum so that there is an intentional progression as children grow, identifying competencies that children should know and achieve at various phases of development.
- In cooperation with the Director of Children's Ministry, the Assistant Director of Children's Ministry helps to develop a programmatic budget. Performs administrative tasks such as organizing and managing volunteers, organizing and maintaining programs and processes.
- Actively assists with recruiting, training, developing, evaluating, and encouraging volunteers within their area of ministry. Establishes a process and structure in order to maintain the highest level of volunteer commitment and effectiveness.
- Establishes and maintains meaningful relationships with the families of students (and the students themselves) within the ministry.
- Along with the Director of Children's Ministry, looks for ways to expand and further enhance general programming through special events, conferences, retreats, as age-level appropriate.
- Is an active and enthusiastic contributing participant in the overall function of the staff.
- Other duties essential to the weekly rhythm and functioning of the StoneBridge Children's Ministry.

- **Qualifications:**
- Must have a demonstrated passion for Christ and his church, particularly children.
- Must embrace the doctrine and theology of the Presbyterian Church in America.
- Must have a demonstrated passion for children and growing them in their faith.
- Should possess excellent written and verbal communication skills.
- Must be proficient in basic computer applications, including word processing and spreadsheets.
- Must possess a proven ability to work effectively with a congregation, diverse individuals, and teams of volunteers.
- A demonstrated ability to teach and motivate.
- Must possess the ability to think strategically.
- Highly organized.

**Please send résumé and three reference letters to [jobs@stonebridge.org](mailto:jobs@stonebridge.org) by 5 pm EDT September 21.**