



246 Barr Road • Lexington, SC 29072 • 803.359.9501 • www.lexpreschurch.com

CHILDREN'S MINISTRY: Assistant Director Job Description

The Children's Ministry Assistant Director will work with the Children's Ministry Director (CMD) to provide a gospel-focused formation of disciples from nursery to age five. The Assistant Director will report to the CMD and work in consultation with the elders, staff, families, and volunteers. The work of the Assistant Director will align with our mission: "For God's glory, we are making disciples of Jesus as we worship, love, and serve."

Worship

Provide leadership, oversight, and guidance in the formation of young disciples during corporate worship. Responsibilities will include but are not limited to:

- Transition preschool children into corporate worship by communicating with parents and providing support via resources and prayer.
- Assist the CMD in distributing and organizing materials for preschool Christian Education programs.
- Coordinate the Sunday morning preschool children's church program.

Love

- Invest in the spiritual growth and support of families through the development of ongoing, loving relationships.
- Assist the CMD in small group opportunities for catechetical & evangelism training.

Serve

- Meet weekly with the CMD to pray and plan for children's ministry.
- Assist the CMD in providing background checks and ongoing child protection training for preschool volunteers.
- Assist the CMD with recruiting and equipping preschool Christian Education and Kids' Quest teachers and volunteers.
- Coordinate the preschool Kids' Quest program by providing materials & resources for teachers and volunteers.
- Teach/lead/participate in the mid-week Kids' Quest preschool program.
- Work with the CMD in ongoing budgeting of preschool programs.
- Partner with the CMD to plan outreach opportunities such as VBS and special events.



246 Barr Road • Lexington, SC 29072 • 803.359.9501 • www.lexpreschurch.com

EDUCATION AND EXPERIENCE

Applicants with proven experience teaching and working with children are highly preferred. A related degree in children's ministry or education is desired but not required.

QUALIFICATIONS

The qualities listed below represent the attributes, skills, and abilities required for the position of Assistant Director. The Assistant Director will:

- Exhibit a maturing, personal relationship with the Lord Jesus Christ demonstrated in the context of a Bible-believing church.
- Commit to teach and lead consistent with the system of doctrine contained in the Westminster Confession of Faith and the mission of Lexington Presbyterian Church.
- Become a member of Lexington Presbyterian Church.
- Uphold a commitment to teach children the Bible from a gospel-centered view of Scripture.
- Exhibit a strong desire and ability to nurture and shepherd children and their families to support their ongoing spiritual growth.
- Strive to make disciples who make disciples and reach beyond the walls of the church to share the gospel.
- Demonstrate the ability to work effectively and efficiently on a team.
- Possess time-management, organizational, and leadership skills.

APPLICATION PROCESS

To apply for this position, please submit a cover letter and resume to the Children's Ministry Director (Rebecca Becker) at rbecker@lexpreschurch.com by **May 8, 2021**.

The Children's Ministry Assistant Director is a part-time position of 20 hours a week with flexible hours and the opportunity to work partially from home.