



City Church of Asheville

Love God. Love People. Love Asheville.

Job Description for Children's Discipleship Coordinator

Job Type: Part-time (20 hours/week)

Job Description: The Children's Discipleship Coordinator is to come alongside parents by overseeing the care of our children, ages infant through fifth grade. This includes oversight of curriculum, building usage, teachers, and volunteers. This individual will be supervised by and accountable to the Associate Pastor. They will work alongside other staff and leaders to help implement City Church's vision and actively participate in the life of City Church. If not a member of City Church currently, the candidate must become a member to fulfill the job.

Intro to City Church: We are a community of 250 members & roughly 280 regular attendees, serving roughly 80 children infant-5th grade, with a team of 70 volunteers. City Church worships on Sunday mornings at Foster Seventh Day Adventist Church.

Supervision: Reports directly to the Associate Pastor; the elder board (Session) has final oversight.

Compensation: \$24,600 annually.

Personal Qualifications:

- A vibrant Christian faith, commitment to the gospel of grace, and a desire to serve God through the discipleship of children and families
- A love of children that imitates that of Christ
- A familiarity with Reformed and Presbyterian doctrine and theology
- A good work-life balance
- Experience recruiting and managing volunteers

Ministry Responsibilities:

1. Weekly
 - Email reminders to volunteers - lesson plans/volunteer assignments
 - Write lesson plans or tailor the curriculum
 - Prep curriculum boxes
 - Sunday morning setup - arrive by 8:45 to set up classrooms
 - Sunday morning teardown - stay after service to ensure classes are returned to working order for the teachers at Foster SDA Church
 - Communicate with Foster staff about classroom issues as needed.
 - Connect with new families on Sunday morning—help with check-in, introduce them to classes and teachers.
2. Monthly
 - Add new volunteers after new members join (from ministry interest surveys)
 - Introduce our programs to new volunteers
 - Coordinate monthly events for New City Catechism
 - Buy supplies for classes.
 - Schedule volunteers using Planning Center Services

3. Quarterly

- Coordinate the communicant membership process with the Session.
- Interview new communicants with an Elder.
- Buy and give gifts for baptisms and new communicant members.
- Conduct safety training for new volunteers

Our Vision:

City Church seeks to impact Asheville by raising people who've been transformed by the gospel of Jesus Christ and seek to bring his renewing power into every sphere of life.

Our Mission:

One expression of the historic Christian gospel is this: We are more sinful and flawed in ourselves than we ever dared to believe, yet at the same time we are more loved and accepted in Jesus Christ than we ever dared to dream. This double gospel formulation – sinful yet loved – highlights the radical nature of God's free, unconditional grace offered in Jesus Christ. It is the key to our community and the motivation for all we do. We believe that Jesus Christ, through his Word, sacraments, and prayer, bends to whisper in our ears that he has come to redeem, renew, heal, and restore us and his creation. God is smiling at us in the person and work of Jesus Christ. What do you normally do when someone smiles at you? You smile back. Our response to God's grace in Jesus Christ is to smile back with our whole lives by seeking to "Love God. Love People. Love Asheville." To that end, we desire to connect people to Jesus who brings life and wholeness to people and the city. We move forward in this mission by fostering a community of love that reaches out with the historic Christian truths of the gospel by proclaiming, celebrating, and demonstrating God's grace in Jesus Christ.

Our Aim: To be a church where people can:

Explore the claims of Jesus Christ.

Engage the life-giving authority of Scripture.

Expand their faith and trust in him through thoughtful and expectant worship.

Experience transformation within the safety of meaningful relationships in a gospel-filled, grace-oriented community.

Employ their resources for the glory of God and the welfare of the city.

Extend the hope of Jesus Christ to Asheville and beyond.

Contact Info: admin@citychurchavl.org // 828.419.0966 // citychurchavl.org

City Church of Asheville

Attn: Children's Discipleship Coordinator Search

PO Box 1378

Asheville, NC 28802

After prayerful consideration, if you are interested in the position, please submit the following:

- Cover letter – introduce yourself and your interest in the position
- Resume – documenting your educational background and administrative experience
- Four references – at least one pastoral reference and at least two professional references
- Submit by emailing your information to "Children's Discipleship Coordinator Search Committee" at admin@citychurchavl.org