

SAMPLE  
Assistant Director, Children's Ministry  
Position Description

**Ministry Position**

The Assistant Director is a part time program position within the Children's Ministry (CM). The Assistant Director is a member of the Children's Ministry Team. The Assistant Director supports the Director, and particularly, facilitates and leads staff and volunteers who are directly ministering to preschool age children.

**Purpose of the Ministry Position**

The Assistant Director will be primarily responsible for the continuing development and oversight of ministries to children, age three through Kindergarten. The Assistant Director will continually develop and maintain a ministry program for children and families in accord with the purpose and mission of the Children's Ministry of the Church. She works to support the planning and direction of the CM along with the Director, CM.

**Qualifications**

The person filling this position must be a deeply committed Christ who exhibits exemplary character and whose relationship with Christ is mature. The person must be comfortable in a Presbyterian congregation that is evangelical in its thrust and Reformed in its theological commitments. The person should be emotionally mature, stable, a leader of the people and have administrative skills. It is helpful that the person be aware of and concerned for the needs of children.

**Responsibilities**

1. Oversee, direct, and supervise day-to-day operation of the Preschool Ministries for Sunday mornings and Wednesday nights.
2. Be able to teach children well.
3. Be able to love children well and determine their needs in a ministry and "classroom" setting.
4. Recruit, Communicate, and Resource Sunday School teachers, Children's Worship teachers, and Wednesday night volunteers.
  - a. Develop and maintain a positive environment for recruiting
  - b. Place and train volunteers
  - c. Ask for background checks and get information to appropriate person
  - d. Communicate and delineate responsibilities of both teachers and staff
  - e. Provide all needed materials and supplies as well as stock resources teachers may look through and use themselves
5. Select, organize and distribute curriculum in accordance with CM teaching goals.
6. Suggested hours: Sunday 8am-12:30pm; Wednesday 4:30-7:30; 3 weekday mornings