JOB DESCRIPTION
ASSISTANT DIRECTOR OF CHILDREN'S MINISTRIES

The Mission of St. Andrew: Calling the Christianish to become passionate servants of Christ.
The Values of St. Andrew: The shared convictions that guide our decisions and reveal our strengths: Unexpected Extra, Radical Hospitality, Can-do Confidence, Abundant Grace, and Extravagant Generosity.

The Children's Ministry Department is dedicated to the children and families of St. Andrew.

Our staff is committed to:

- Shepherd God's children and their families to seek, love and serve Jesus Christ through education, fellowship and missions.
- Nurture and cultivate life-long disciples for Jesus Christ by equipping them with a strong Biblical foundation.
- Have a friendly disposition and insure some form of contact is extended to first time visitors.
- Insure that people are made to feel welcome upon attending this church.
- Develop a ministry that is nationally known for the methods we use to invite, involve and embrace children and families that worship at St. Andrew.

Primary Responsibilities

1) *Sunday School*
   - Coordinate children's Sunday School curriculum & supplies and provide staff support for Sunday School
   - Recruit Volunteers for Children's Sunday School
   - Develop curriculum for Sunday school
   - Communicate to families of upcoming activities and needs of Sunday School
   - Assist with volunteer trainings
   - Oversee volunteer appreciation and membership care

2) *Children's Worship*
   - Plan and provide leadership for Children's Worship every Sunday morning during 11 Worship and the Well service.
   - Coordinate helpers for Children's Worship and delegate tasks.
   - Communicate to families of upcoming activities and needs of Children's Worship
3) *Other Responsibilities*
   - Assist with major events such as (but not limited to) Easter and Advent Workshops, special focus Sundays, Summer Programming, 3rd Grade Bible presentation
   - Attend all Children's Ministry Department meetings
   - Represent the Minister to Children & Families at required meeting in their absence
   - Other ministry needs as defined by Minister to Children and Their Families