



CHILDREN'S MINISTRY PRE-SCHOOL ASSOCIATE

OBJECTIVE: To provide strategic, administrative, and spiritual leadership in the Pre-school age group of Children's ministry. Leadership role includes the recruiting, discipleship, and equipping of volunteers and leaders in order to fulfill the broad scope of current and future children's ministries for the purpose of advancing the mission and vision of Valley Church.

EMPLOYMENT STANDARDS:

- **Education:** Preferred degree in ministry, education, or field related to children and/or families.
- **Experience:** 5+ years of volunteer or paid experience in children's or youth ministry.
- **Church Home:** Must be a regular and involved attender at Valley Church.

COMPENSATION/STATUS: Full-time, 40 hours per week, annual salary (commensurate with experience). Full-time, hourly, non-exempt status. Benefits include group health insurance, paid vacations, etc. Refer to Personnel Policies for details.

ROLE: The Children's Ministry Pre-school Associate position IS ...

- **DNA Carrier:** Completely embraces and contagiously communicates the mission, values, strategy, and impact measures of Valley Church.

PERSONALLY: The Children's Ministry Pre-school Associate is ...

- **Disciple:** fully devoted to following Jesus in everything he or she does.
- **Highly Relational:** Loves, enjoys and excels at relating to individuals within the church as well as unchurched members of the community.
- **Seasoned:** knows and loves our church; no question on understanding our ministry philosophy and practices, our vision and core values.
- **Positive Influencer** in the church and community
- **Trustworthy:** Has unwavering loyalty to Christ and Valley Church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors. Positive relationships with current elders, servant team, pastors, and leadership staff
- **Conflict resolver:** able and unafraid to work through interpersonal conflicts, ministry misalignment, or issues of sin. True peacemaker.
- **Self-aware individual:** knows where he or she is weak; finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Humble Learner:** can take direction and feedback well and has a great desire to learn.



JOB: The Children’s Ministry Pre-school Associate is responsible for ...

- **Leadership:** Provide primary leadership to 4 year olds-Kindergarten for Sunday and K-1st grade programming on Wednesday nights. This would include providing spiritual leadership and mentoring for volunteers and children. Assist the CM team as needed.
- **Healthy relationships:** Minister to, encourage, pray for, and be personally involved in the lives of volunteers. Coordinate with other room leaders in all aspects of shepherding volunteers and helping them maintain healthy relationships.
- **Curriculum Development:** Create, develop, and edit age-appropriate curriculum and activities for Sunday mornings and Wednesday nights. Lead Bible Studies and teach children in both large and small group settings. Coordinate with other room leaders and CM staff to develop and prepare curriculum. Create, prepare, and teach the online components for this age group.
- **Leadership pipeline:** On-going recruitment of volunteers. Vision casting, training, and teaching of group leaders and spiritual coaches. Develop a teamwork attitude among volunteers. Work with director and CM staff to develop and train all CM volunteers. Identify potential in leaders and move them to the next level of leadership through intentional training/teaching/mentoring.
- **Security:** Communicate and maintain policies and procedures as needed to ensure the safety and well-being of workers, children, and their families.
- **Ministry Mindset:** Serve Valley Church as a whole. Our first calling is to serve the whole church. Understand the essential role and vision of CM and its relationship to the vision and mission of Valley Church. This includes communications to parents, and to the general church population.
- **Communication:** Disseminate curriculum to large group and small group leaders, spiritual coaches, and parents. Encourage, teach, disciple, and communicate vision to Sunday and Wednesday teams weekly. Answer questions and clarify procedures and lessons as needed.
- **Teamwork:** Promote a spirit of harmony and goodwill toward other leadership, staff, and volunteers. Work together with the CM team to execute events and programming options.
- **Cooperate:** Support/work with the CM director and staff to maintain and develop areas of Children’s Ministry at Valley Church.
- **Appreciation:** Plan, organize and prepare for events/gifts that show appreciation to volunteers. Work with other CM staff to develop a clear plan to implement.
- **Community Bridge Building:** Develop and implement activities and resources that encourage children and families to be community bridge builders. Lead by example through preparing and participating in outreach activities/events at Chapel Ridge West.
- **Other Duties as assigned** by Director and in conjunction with the CM staff. This includes, but is not limited to: GPP, Easter with Kids, summer events and programs, and other VCM initiatives.

RELATIONSHIPS of the Children’s Ministry Associate include ...

Reports to	Director of Children’s Ministry
Works closely with	Children’s Ministry Team: Elementary associate, Pre-teen associate. Hand in Hand ministry lead.



Leads	Children's Ministry Volunteers
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SUCCESS of the Children's Ministry Pre-School Associate is defined by ...

- A healthy, growing, outward-focused ministry.
- Engaging, age-appropriate environments and experiences that are shaping pre-schoolers' faith.
- A vibrant student and adult volunteer culture, creating opportunity to serve in meaningful ways that stem from their giftedness. Volunteers are supported and appreciated.
- Families are engaged and connected to the faith steps their pre-schoolers are experiencing.
- Discovering new ways, methods, and initiatives to further the mission and engage with pre-schoolers outside of Valley Church.
- Healthy relationships with kids, parents, volunteer leaders, and staff.
- A growing heart for reaching non-believers in your own life.
- Developing and training volunteer leaders.
- Wholehearted involvement in the church.
- Families are resourced to provide discipleship at home and reach their community.
- An aligned ministry with what's going on throughout the rest of the church.