



JourneyKids Assistant Director - South Hutchinson Campus

General Job Description:

Give overall direction to Preschool Ministry (birth through age five) at the South Hutchinson Campus while upholding the mission and vision of Journey Mennonite Church.

Personal:

- Prepare for ministry by investing in your personal relationship with Christ.
- Maintain a character that holds up the values of Journey Mennonite Church.
- Build healthy relationships with the pastoral team and volunteers.
- Model passion and commitment to those you lead.

Accountability:

- Primary accountability is to the Children's Pastor.
- Three C's for Pastoral Team-members
 - Character: Evidence of a growing relationship with Jesus Christ, is committed to spiritual disciplines, is teachable, humble, reliable, has healthy work ethics, and is willing to be challenged.
 - Competence: "Excellence honors God and inspires others." Is committed to being a life-long learner by reading and attending workshops/seminars
 - Chemistry: Create environments for healthy team-work to take place.

Roles & Responsibilities

- Work in conjunction with the Children's Pastor to develop a vision and provide leadership for the Preschool Ministry.
- Manage overall organization, design, communications and oversight of Children's Ministry programs, birth through age five.
- Oversee Nursery, Preschool Small Groups & Vacation Bible School for preschool children.
- Recruit volunteers to fill ministry needs in Preschool Ministry
- Provide direction and training of preschool volunteers.
- Oversee policies and procedures to provide a safe, quality environment for preschool children.
- Maintain appearance of preschool classrooms and availability of supplies.
- Assist in preschool curriculum preparation.
- Assist in preparing and managing the preschool ministry budget.
- Assist in making ministry visits to children and families.
- Maintain regular communication with parents, children, congregation, and community through a variety of media.

- Assist in Parent-Child dedications.

Created: January 2019