



## **JOB DESCRIPTION**

### **CHILDREN'S MINISTRY ASSISTANT**

#### **Purpose**

The purpose of the Children's Ministry Assistant is to assist the Family Ministries Pastor in leading Crosspoint's ministry to children and families in a way that is God-centered and consistent with what we are teaching adults. More than teaching commandments and behaviors, the greatest objective is to teach children to revere God.

The Children's Ministry Assistant will report to the Family Ministries Pastor.

Position Status: Part Time – Non-Exempt – up to 30 hours/week

#### **Qualifications**

The Children's Ministry Assistant at Crosspoint Church must be one who strives in all areas of life to walk in a manner worthy of the Lord, maintaining a vibrant relationship with Jesus Christ through the power of the Holy Spirit.

This person must possess a heart both for making God's glory known among the nations and for ministering to children and parents, that this generation of children at Crosspoint Church may surpass previous generations in faith, knowledge, righteousness, fruitfulness, evangelistic zeal and commitment to world evangelization. This person must also be competent with Word, Excel, and Google docs. They must be able to learn and utilize our church database system (CCB), and works well in a team environment.

#### **Responsibilities**

Of the estimated 30 hours weekly, it is reasonable to expect around 20 hours will be dedicated to Childcare Coordination (Nursery and Paid Childcare) and 10 hours to additional family ministry administration.

- Work with Family Ministries Pastor to administrate and assist in overseeing the operations of Crosspoint's ministry to families and children (birth – 5<sup>th</sup> grade).
  - Kids Connection
  - Kids Worship
  - Outreach Opportunities
  - Parent Equip Opportunities
- Recruit, schedule, and train volunteers to serve in our children's ministry in accordance with our Family Ministries Handbook. Training should include philosophy of ministry, sexual abuse awareness, age-group needs, curriculum, goals, and discipline.
- Assist Family Ministries Pastor to train and oversee Generation LINK staff assigned to our Family Ministries team.
- Administrative Tasks
  - Correspondence – email/phone/letters
  - Word Processing
  - Database management (Set up events, reserve rooms, manage attendance)
  - Filing/organization

- Preparing promotional materials as needed
  - Resource rooms, Kids Worship and Nursery with appropriate lesson materials
  - Child Check in and out procedures
- Continuously evaluate and improve infrastructure, systems, facilities, equipment, and policies to better administer this growing ministry.
- Participate in staff meetings required for this position.
- Pursue excellence in communication with staff, parents, workers, and outsiders.
- Continue to improve skills and knowledge in areas of responsibility.
- Promote the unity and synergy of the church that God may be glorified in all things.
- Assist with other duties as assigned by Family Ministries Pastor.

## VISION FOR MINISTRY TO CHILDREN

Our prayer is that this generation of children at Crosspoint Church may surpass previous generations in faith, in knowledge, in righteousness, in fruitfulness, in evangelistic zeal and in commitment to world evangelization.

### KEY SCRIPTURAL TEXTS: II TIMOTHY 3:14-15; DEUTERONOMY 6; PSALM 78

#### I. Impart the Truth<sup>i</sup>

“... from childhood you have been acquainted with the sacred writings. . .” (II Tim. 3:15)

A. Acquaint children with the whole Bible.

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness (II Tim. 3:16)*

B. Present the Bible as a revelation of the character and purposes of God.

*Remember the former things, those of long ago; I am God, and there is no other; I am God, and there is none like me. I make known the end from the beginning, from ancient times, what is still to come. I say: My purpose will stand, and I will do all that I please. From the east I summon a bird of prey; from a far-off land, a man to fulfill my purpose. What I have said, that will I bring about; what I have planned, that will I do. (Isa. 46:9-11)*

C. Encourage children to develop a Biblical mindset and a Christian worldview.

*Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is-- his good, pleasing and perfect will. (Rom. 12:2)*

#### II. Encourage Faith in Jesus

“...from childhood you have been acquainted with the sacred writings which are able to instruct you for salvation through faith in Christ Jesus.”

A. Encourage children to trust in the character and promises of God

*Know therefore that the LORD your God is God; he is the faithful God, keeping his covenant of love to a thousand generations of those who love him and keep his commands. (Deut. 7:9)*

B. Lead children to recognize their sinful state and to respond in repentance and faith in God through the person and work of Jesus Christ

*This is the one I esteem: he who is humble and contrite in spirit, and trembles at my word. (Isa. 66:2b)*

C. Cultivate a love for the Word and a habit of interacting and responding in faith and obedience to the Word

*When your words came, I ate them; they were my joy and my heart's delight, for I bear your name, O LORD God Almighty. (Jer. 15:16)*  
*I have hidden your word in my heart that I might not sin against you. (Ps. 119:11)*  
*Do not merely listen to the word, and so deceive yourselves. Do what it says. (James 1:22)*

### **III. Equip Parents to Shepherd the Hearts of their Children**

“ . . . from childhood you have been acquainted with the sacred writings which are able to instruct you for salvation through faith in Christ Jesus” II Tim. 3:15

- A. Affirm parents in their vital stewardship of the spiritual formation of their children (Eph. 6:4, Col. 3:20,21, 2 Tim 1:5)
- B. Train and resource parents to shepherd their children’s hearts with the gospel (Deut. 6:4-9, Eph. 4:11,12)

### **IV. Lead Children to Actively Participate in the Purposes of God**

*“ . . . from childhood you have been acquainted with the sacred writings which are able to instruct you for salvation through faith in Christ Jesus . . . that the man of God may be complete, equipped for every good work” (II Tim. 3:15, 16b)*

A. Help children to see the hand of God at work in this world.  
*Praise be to the name of God for ever and ever; wisdom and power are his. He changes times and seasons; he sets up kings and deposes them. He gives wisdom to the wise and knowledge to the discerning. (Dan. 2:20-21)*

B. Encourage children to recognize and use their spiritual gifts for the good of the body and the world.  
*Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain. (I Cor. 5:58)*

*He established a testimony in Jacob, and appointed a law in Israel, which he commanded our fathers to teach their children; that the next generation might know them, the children yet unborn, and arise and tell them to their children, so that they should set their hope in God, and not forget the works of God, but keep his commandments; and that they should not be like their fathers, a stubborn and rebellious generation, a generation whose heart was not steadfast, whose spirit was not faithful to God. (Ps. 78:5-8)*

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<sup>i</sup> This is an adaptation from David and Sally Michael, “The Goal of Christian Education at Bethlehem Baptist Church.” 1998. For more, see [www.desiringgod.com](http://www.desiringgod.com).