Family Ministry Assistant Job Description

1. What is the goal of the position?

The goal of the Family Ministry Assistant is to assist the Director of Christian Education in sharing Jesus with families of the congregation, through programs and events, in a fun and relevant way.

1. What are the qualifications of the position?

* Believe in Jesus as their Lord and Savior
* Are excited about sharing Jesus with others
* Complete a background check
* Participate in worship at least three times a month
* Are involved in Bible Study and/or do weekly personal study

1. What are the responsibilities of the position?

* Serve as the MC/face of the Rock Wednesday Program by:
  + Attending the program and being the verbal and visible director of the night
  + Organizing supplies for lessons
  + Keeping everyone on schedule
  + Delegating responsibilities to volunteers
  + Involving volunteers for input and making everyone feel involved
* Assist with the Family Ed Committee
  + Meet with the committee once a month
  + Help organize family event
  + Help them orchestrate multigenerational events
  + Help facilitate and organize the Christmas Program
  + Assist in facilitating and organizing the Vacation Bible School Program
* Assist with the Rock Sunday Program
  + Help organize and facilitate the summer program
  + Assist as needed with the organization of supplies, coordination of volunteers, and teaching in classes Prek-high school

1. Who is the position responsible to?

Sarah Rethwisch, Director of Christian Education

1. How is this position evaluated?

Because we want you to have a healthy and positive experience, at the start of your position you will set goals with the DCE. After a month you will complete a self-evaluation as an opportunity to express what is going really well and where you would like support. (Evaluations will continue: 2 months after the first, then three months after that, and then every six months after that point.

1. What is the time commitment of this position?

-10 hours per week, although there will be some flexibility. There may be seasons where you work less hours and some where you work more (ie. Vacation Bible School). NOTE: This is a paid position.