



CHILDREN'S MINISTRY ASSISTANT

JOB DESCRIPTION

Position Reports to: Executive Pastor/Director of Children's Discipleship

Status: Full Time

Position Objective: To provide tactical support and administrative assistance to the Pastor/Director of Children's Discipleship as he/she executes a ministry strategy that disciples children and equips, supports and partners with parents for the overall discipleship of their family.

Spiritual and Character Qualifications:

The Children's Ministry Assistant will:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Have a history of moral purity
- Be able to assist parents in discipling their children
- Be able to lead a child to salvation and basic spiritual growth
- Be a self-starter with drive, passion and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Be a ministry partner willing to voice concern and disagreement in a respectful way while following accepted relationships of responsibility, leadership and team commitment
- Possess the spiritual gifts of teaching, leadership, and administration

Professional Qualifications:

- Hold a bachelor's degree in education or ministry related field from an accredited institution
- Enthusiastically embrace the doctrine, mission and values of HBC North Indianapolis
- Able to integrate and articulate a biblical philosophy Children's Ministry within an HBCNI construct
- Knowledge of, and alignment with, HBCNI's vertical worship philosophy and methodology
- Able to articulate a biblical philosophy of children's ministries within a discipleship focus
- Demonstrate acute ability to weave the Gospel of Christ into children's activities and education
- Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint, and Publisher)

Position Description:

- Works at the direction of the Pastor/Director of Children's Discipleship
- Assists in the recruitment, training, coordinating and scheduling of volunteers
- Assists in the organization and leading of volunteers for ministry execution of Sunday classes and summer ministries
- Contributes and leads in a team environment with both enthusiasm and a humble spirit
- Able to engage the heart of children through creatively teaching the Word of God
- Able to mentor and disciple others with wisdom and grace, enabling and encouraging others to make more disciples
- Aggressively pursues personal, spiritual and professional growth
- Committed to spiritual integrity and educational excellence

Salary and Benefits:

- Salary and Benefits to be determined by Board of Elders in agreement with the Harvest Staff/Employee Manual

For Contact: Please send cover letter and Resume to:

Harvest Bible Chapel, North Indianapolis
Attn.: Children's Ministry Assistant Search Committee
14550 River Road
Carmel, IN 46033