

Title: GraceKids Assistant - Early Childhood

This role serves in a support and coordination capacity under the leadership and direction of the Family Pastor.

Position Characteristics and Qualifications:

- Part-time position (20 hours/week)
 - Reports to the Family Pastor
- o Meets bi-weekly with FP for Direction, Coaching, and Development
- o Quarterly Review with the Family Pastor
- o Annual performance review with the Family Pastor and Executive Team
- Demonstrates Christian personality and lifestyle.
 - Demonstrates strong organizational and communication skills
 - Works effectively with volunteers and ministry teams
 - Able to coordinate schedules, classrooms, supplies, and weekly ministry preparation
 - Willingly supports the vision and direction of the Family Pastor and works with him to fulfill needs as agreed upon
 - Exhibits flexibility, initiative, and dependability in ministry support responsibilities

Position Mission Statement: “To support and coordinate the weekly ministry operations of GraceKids Early Childhood in alignment with the vision and direction of the Family Pastor, helping create a safe, organized, and engaging environment for children and families.”

Position addresses target areas of:

1. Sunday morning programming
2. Alignment with Family Ministry team

Volunteers

- Assist the Family Pastor with volunteer communication, scheduling, and organization
- Help recruit, onboard, and support volunteers for Sunday morning ministry areas
- Maintain volunteer scheduling systems and follow-up communication
- Assist with volunteer appreciation and encouragement efforts
- Help ensure classrooms are staffed and prepared each week

Ministry

- Support the Family Pastor in helping families connect with the life of Grace Church
- Assist with the implementation of Family Ministry initiatives and events

Position Responsibilities:

GraceKids

- Coordinate weekly Sunday morning programming logistics for ages birth through Kindergarten
- Prepare and distribute curriculum materials for volunteers and classrooms
- Coordinate classroom setup, supplies, and cleanup needs
- Schedule and communicate with early childhood volunteers
- Assist during Sunday morning ministry programming as needed
- Help welcome and connect new families within GraceKids
- Maintain organized and functional classroom environments
- Assist the Family Pastor with family ministry events and ministry support tasks
- Coordinate childcare scheduling for approved church events as assigned

Preschool

- Recruit, onboard, and schedule with Preschool volunteers
- Maintains and updates Preschool rooms based on needs

Family Ministry

- Assist in the development and implementation of family events with the Family Pastor

Grace Church or Other

- Assist in keeping up-to-date childcare policies for Grace ministry events
- Assist in setting up, cleaning, and general upkeep of Facilities
- Handle the scheduling of childcare arrangements for Grace events as assigned by the Family Pastor
- Work with the Family Ministry team, assisting in Family events, activities, childcare, etc., as assigned by the Family Pastor