Excitement is growing in Children’s Ministry!

There’s a buzz in the Orbit wing these days: Kids are excited to meet with their friends and caring adults to learn about God’s love His plan for each one of them. Small groups are full of eager kids and growing. More young ones are showing up to be loved and discipled in Orbit Early Childhood. It’s a thrilling, rewarding challenge to create memorable experiences and conversations for these kids every week — a challenge we need help with!

Christ Community Church is seeking a part-time (15 hours/week) Children’s Ministry Assistant to help bring together all the elements of ministry to kids and families. A Children’s Ministry Assistant works with the full-time CM staff to imagine, plan and carry out activities for kids. This person also works directly with volunteers to staff the Orbit Early Childhood classrooms each week. And they’re part of the day-to-day conversations we have about how to show kids Jesus every chance we get — and equip families to know and worship God together.

This is a great spot for someone who loves the gospel, loves kids, and has a creative spirit to introduce young minds to the truths of God’s Word. If you have a teacher’s heart and the flexibility to work hard as a team pursuing a meaningful goal, you will love working with us!

Job Description: Children’s Ministry Assistant

The Children's Ministry Assistant position will work with the CM Director and CM Assistant Director to support effective ministry to the children and families of the church.

Responsible to: Children's Ministry Director

**Description of Duties:**

1. Organize and maintain the data, supplies and materials needed for the church’s ministry to children
2. Oversee, maintain and strengthen the quality of ministry to children including:
3. recruitment and development of volunteer teams to staff early childhood Sunday classrooms
4. evaluation and preparation of materials for use in elementary and early childhood classrooms
5. Implementation of appropriate safety and security procedures
6. Assist CM staff with the planning and execution of Family Ministry initiatives (Summer FM, Family Dedication, Launch, Thrive, etc.).
7. Coordinate childcare for congregational meetings and one-service Sundays
8. Help improve the church’s ministry to children by suggesting and implementing changes with the CM staff

**Qualification, skills and gifts:**

* A sincere and growing personal commitment to Jesus Christ, including:
* consistent moral and ethical integrity in regard to work and relationships
* familiarity with the Bible and appreciation for its authority
* understanding of and willingness to share the gospel
* Positive communication and interpersonal skills
* Diligence and thoroughness in organizational and administrative tasks
* An appreciation and enjoyment of children and their families
* Ability to recruit and organize teams of volunteers to carry out the work of ministry
* Availability on Sunday mornings to help with staffing and programming

Contact Andy Rohrback ([kids@ccames.org](mailto:kids@ccames.org)) to apply. Applications are due by Nov. 5.

CHRIST COMMUNITY Church

5501 GW Carver Ave. Ames, Iowa 50010 (515) 232-2765

# General Application for Employment

## *Please complete and return to the church office.*

Date of Application:       Position applied for: Children's Ministry Assistant

Name:

Current Mailing Address:       Home Phone:

Permanent Address (if different):       Work Phone:

E-mail:

## Educational background

Name of last school attended:

Last year completed:

Special Training Taken:

## Physical

Any health problems / issues that could affect your employment?  No  Yes

If yes, could you describe?

## Employment background

(List below your two most recent employers beginning with the current as most recent one. If you were employed under a different name, e.g., a maiden name, please note that.)

May we contact your present employer?  Yes  No

### Most recent first

Employer’s Name:       Address:

Phone:       Type of work:       Supervisor’s Name:       Salary:

Date Started:       Date Left:       Reason for leaving:

Employer’s Name:       Address:

Phone:       Type of work:       Supervisor’s Name:       Salary:

Date Started:       Date Left:       Reason for leaving:

## Employment Experience

(Please describe your experience and/or capabilities in the following areas.)

### Administrative Skills

Computer Experience:  *PC*  *Mac* Comment:

Software Experience: (list software programs)

If you have more than a basic knowledge, please describe:

### Communication / Team Skills

Representative / Dealing with Public:

Collaborative / Working on a Team:

### Other Skills

(Please list any other skills or qualities that make you feel you are qualified for the position.)

## References

(List below the names of three persons, excluding relatives and former employers whom you have known at least one year.)

Name Address Phone Years Acquainted Relationship

                       

                       

                       

**Release Authorization**

I certify that this employment application was completed by me and that all of the information on this

application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I understand that a Criminal Records Verification may be requested and I authorize such a verification to be made. I understand that this employment application is not valid without my signature.

[Enter your name here]

Applicant Authorization Signature Date