



FAMILY MINISTRY ASSISTANT POSITION

OVERVIEW

To effectively engage today's culture with the gospel requires the formation of gospel community that can serve as the visible representation of God's love, a witness to God's work of saving people and transforming lives through Jesus. This is our purpose and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we will need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the church ministry as a whole.

ROLE SUMMARY

The Family Ministry Assistant will serve the CrossPoint Hutchinson body with a primary focus on children and students birth through high school.

This position will involve working with both children's ministry and student ministry in a variety of ways. The role will have consistent tasks but may also change from week to week based on the needs of the two ministries. This position will require an applicant who is comfortable working with people of all ages, feels confident leading teams, and has a passion for doing the hard work of ministry to bring children and youth through the discipleship process.

QUALIFICATIONS

- Are a member or in the process of becoming a member of CrossPoint as well as fulfilling the duties required of CrossPoint members
- Fulfill the character requirements of an elder as taught in Scripture
- Bachelor's degree or equivalent or working towards
- Proven leader as demonstrated by past experience in building teams, managing people, developing leaders and creating systems
- Be in a mentoring relationship or grow group, as well as personal Bible study
- Ability to anticipate, enjoy and thrive in a rapidly changing environment
- Affirmation and a general agreement with the Baptist faith and message
- Must be in support of the mission of CrossPoint (Love God, Grow Up, Serve All) and cast that same vision to all involved in the children and youth ministries

GIFTS AND ABILITIES

- Detail-Oriented and organized
- Self-starter and disciplined to work in an unsupervised environment
- Ability to recognize leadership qualities, shepherd and develop leaders
- Adaptable to changes in roles and responsibilities
- Sense of humor and personable
- Relational
- Humble and teachable
- Excellent written & verbal skills

- Demonstrates ability to recruit and train volunteers
- Demonstrates passion for seeing children & teenagers disciplined as well as carrying out the mission of family ministry to partner with parents in the discipleship process

SPECIFIC DUTIES & RESPONSIBILITIES

- Managing a volunteer team consisting of youth and adults with high emphasis on recruitment, development, volunteer appreciation and relationship building
- Helping with events in areas of planning, promotion, registration, and execution of the event itself
- Supporting the mission of CrossPoint (Love God, Grow Up, Serve All) and casting that same vision to all leaders, volunteers, children and youth
- Scheduling and communicating with volunteers
- Assisting with the preparation of materials for weekend services
- Attending weekly staff meetings and prayer meetings as well as attending service regularly and meeting one on one with the Children's Director and Youth Pastor
- Using creative thinking and implementing new ideas and strategies
- Completing not only assigned tasks, but purposefully seeking out the needs of the ministry and proactively accomplishing them
- Assisting with other tasks as assigned by the Youth Pastor or Children's Director

Position Type: Part-Time

Schedule: Saturday through Thursday as scheduled by the Youth Pastor or Children's Director

Hours: 25 per week (must be available for misc. special events, church meetings, trainings, etc. as needed). **Pay:** \$12/hr

Time Off: 7 weekends off a year as approved by the Youth Pastor or Children's Director