

VALLEY HOPE CHILDREN'S MINISTRY ASSISTANT

Job Description 2/23/26

About Valley Hope Church:

The Mission of Valley Hope Church: Together cultivating communities that live out the life changing hope of Jesus Christ. Our mission expresses itself through our core values of: Gospel, Discipleship, Mission, and Community. We do this as a member of the *Evangelical Presbyterian Church* through a variety of ministries to children, students, adults, and missions to the schools, neighborhoods, and people of need in our midst.

Primary Function:

The goal of the ministry assistant is to help the director implement the vision and mission of the church to create life-long followers of Jesus by the use of age-appropriate and developmentally-appropriate Gospel-centered curriculum, events, and training for children (Birth-5th grade) along with their parents and guardians.

Responsibilities:

Organizing and Preparation

- Organize and reset Sunday School classrooms after use
- Prepare classrooms for services, ensuring all materials and supplies needed for lessons are set out
- Maintain general inventory of classroom and supply closet materials
- Assist with setup and preparation for ministry events
- Assist in organizing and supporting special events and projects (VBS, Christmas Program, Upper School Hangouts, etc.)

Administrative assistance for the Children's Ministry

- Meet with director weekly to discuss needs, events, ideas
- Implement the volunteer schedule as created by the Director and coordinate substitute coverage as needed.
- Oversee childcare coordination for Valley Hope Church events (The Practice, congregational meetings, etc.)
- Other duties as assigned

Sunday Mornings: The Children's Ministry Assistant will prepare classrooms prior to Sunday morning programming. The Assistant will alternate with the Children's Director in overseeing Sunday School check-in and welcoming families. The Assistant will also alternate with the Director in facilitating Children's Worship, ensuring that both the Director and Assistant are able to attend a church service regularly.

CHILDREN'S MINISTRY ASSISTANT

Job Description

Wednesday Nights: The assistant will lead and facilitate Kids Club.

Qualifications:

- Proven commitment to know and follow Jesus Christ inwardly and outwardly.
- Committed to the personal study of Scripture, prayer, and worship.
- Walks as an Ambassador for Jesus Christ at all times and in all places – understanding that children are very observant, both in church gatherings and in public places.
- Experienced in ministering to children, demonstrating a heartfelt love for children, a desire for them to grasp and live the gospel of Jesus.
- Administratively- gifted in completing tasks and staying organized.

Accountability:

- Supervised by the Director of Children's Ministry and the Session of Valley Hope Church.
- Participates in annual evaluation with the Director of Children's Ministries.

Conditions of Employment:

- Part-time salaried position
- 15 hours a week (open to discussion on additional hours)
- Pay is based on target hours
- Flexible schedule

