



Ministry Position Description

Position Title: Children's Ministry Coordinator & Ministry Assistant
Reporting Relationship: DeForest Campus Pastor
Exempt Status: Part-time, Non-exempt (20-29 hrs.-4-5 hrs. are Sunday am)

Ministry Description:

The purpose of this position is to build teams to partner with parents in helping kids become fully devoted followers of Christ. As a Ministry Assistant this position supports the DeForest Campus Pastor in administrative and coordinating tasks and projects.

Primary Responsibilities:

- Be the primary vision caster and recruiter of our ministries to children.
- Be a team-builder who equips volunteers to minister to children.
- Ensure that each children's ministry volunteer is vetted, trained, and equipped to minister to children.
- Ensure all Sunday services are fully staffed with caring volunteers.
- Work with Campus Pastor and DeForest staff members to build volunteer teams.
- Oversee volunteer application and placement processes.
- Create and share training opportunities with all Door Creek campuses and their ministry leaders.

Personal Qualifications:

- Door Creek Church member who shares our mission and values for ministry and nurtures their own spiritual growth, a current or future attendee of Door Creek Church
- Ability to work independently or as a member of a team.
- A love to organize, be efficient, set priorities, coordinate projects and people, appreciate a fast-paced environment and is flexible to change
- Ability to maintain high standards of confidentiality with sensitive information.
- Demonstrated strong verbal, written communication skills and listening skills.
- A positive attitude and outlook and spirit of enthusiasm and optimism
- The ability to work well with people and to resolve conflict well.
- Sincere humility, a teachable spirit
- Proficient in computer skills, event planning or project management is helpful.

Education and Experience:

- Experience with volunteers/people management
- Degree in child development or ministry preferred.
- Active affiliations: Door Creek Church attendee