

OVERVIEW

Christ Community is a growing church in the suburbs of Charlotte, NC. Currently, our church has need of an organized ministry assistant to serve our Kids Community. This person will help advance the mission of Christ Community Church by performing a variety of administrative duties as well as leading our Preschool ministries on Sundays.

Working under our Director of Kids Ministry, the Kids Ministry Assistant & Preschool Lead will manage our database, enter attendance and other data, schedule volunteers, and help setup for events and gatherings. Additionally, this person will be the primary leader for our Preschool ministries.

The Kids Ministry Assistant & Preschool Lead must have a passion for the mission of Christ Community and maintain membership at the church. They must have an eye for detail, a commitment to excellence, a servant's heart, and an exceptional work ethic.

RESPONSIBILITIES

- Provide primary leadership to our preschool ministries
- Maintain attendance records for all kids and student events
- Schedule volunteers weekly for Kids Community as well as various ministry events
- Edit curriculum for all classes and assemble supplies for all classes
- Aid in setup for kids events, including but not limited to: Kids Community, VBX, AWANA, etc.
- Assist in communication tasks with parents and volunteers
- Provide on-site leadership during Kids Community on Sunday mornings
- Assist in recruiting and onboarding Kids Ministry volunteers
- Other duties as assigned.

QUALIFICATIONS

- Must model a deep commitment to Jesus.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must maintain membership at Christ Community Church.
- Must be highly organized with an attention to detail.
- Must possess an attitude of service with a drive to accomplish the mission of Christ Community.
- Must agree with the Baptist Faith and Message, 2000.

DETAILS

- Schedule: Part time, 20-30 hours per week, generally Sunday thru Thursday. Some nights and weekends required.
- Reports to the Director of Kids Ministry.

Interested candidates should submit their resume and cover letter to Stuart Owens at stuarto@christcommunity.com.