

Children's Ministry Assistant Director
Capital Community Church

Necessary Qualities:

- A regenerate believer of Jesus Christ.
- A personal desire to grow in the grace and knowledge of God.
- A heart to train the next generation of disciples for Jesus Christ.
- Highly organized and driven individual who is able to manage several tasks at once.
- Timely communication with members, volunteers, and pastoral staff.
- Warm and personable personality.

Responsibilities:

1. Prepare weekly materials for teachers; including, but not limited to: Sunday morning worship hour, LIFE class, and Adventure Club.
2. Various administrative tasks to support Cap Kids teachers, and helping equip families.
3. Assist in volunteer and parent communication.
4. Oversee Sunday morning worship hour and LIFE Classes, evening children's ministry activities, and other Cap Kids events held throughout the year.
5. Any other duties assigned by Children's Ministry Director and Elders of Capital Community Church.