



Position Title:	Assistant Director of Upper Elementary Christian Ministries	Position Type:	Part-Time (10-13 hours/week)
Ministry:	Kids for Christ (KfC) Ministry	Date Posted:	
Salary Range:		Posting Expires:	
Applications Accepted By: Fax: 703 657 0342 Email: jobsCM@odpcec.org (Subject Line: Assistant Director of Upper Elementary Christian Ministries) Mail: Open Door Presbyterian Church 2999 Centreville Road Herndon, Virginia 20171			

Position Description
<p>Purpose: The Assistant Director of Upper Elementary Christian Ministries (known as Kids for Christ or KfC) of Open Door Presbyterian Church (ODPC) shall, with the Director of KfC, the Christian Education (CE) department of ODPC and English-speaking Congregation (EC) and Korean-speaking Congregation (KC) Pastors of ODPC, minister to the upper elementary (4th through 6th grade) children of the ODPC families in harmony with the mission and vision of ODPC. The Assistant Director will assist the Director in fulfilling tasks and projects related to KfC and CE. The Assistant will also support the EC, KC and CE staff in congregation-wide events.</p> <p>Primary Duties & Responsibilities: Work closely with the KfC Director in providing assistance in implementation and development of ministry programs for the spiritual formation of children and equipping parents to be the primary spiritual leaders of their children. This person will fulfill responsibilities in three areas:</p> <ol style="list-style-type: none"> 1. Sunday School <ol style="list-style-type: none"> a. Arrive early on Sundays to help set up b. Provide assistance with preparation of and Sunday worship services and Bible Study classes c. Provide assistance with weekly ministry preparation d. Organizing and function of the Praise team and JOY team e. Prepare and preach the Sunday message once a month, or in the absence of the Director 2. Children’s Ministry Regular Events <ol style="list-style-type: none"> a. Assist in the preparation of and at the events that include, but are not limited to: Fall Festival, Christmas program, Christmas Sunday, Passion Week, Good Friday, Easter Sunday, Teacher’s Appreciation, Vacation Bible School, Graduation, and Promotion Sunday b. Provide assistance with all ministry and Children’s Ministry (CM) events 3. Administrative <ol style="list-style-type: none"> a. Attend necessary meetings with KfC staff and leadership (as needed) b. Attend monthly CM staff meetings c. Attend and assist in preparation of teacher meetings and trainings d. Assist with providing organizational leadership, functional support and oversight to all ministry staff, including teachers, teacher’s assistants, and welcome desk volunteers

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Position Description

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Accountability

The Assistant Director of KfC is accountable to the Director of KfC, KC and EC Lead Pastors, CM and CE Director and CE Elders.

Special Traits/Skills

1. Possess Christ's love for children and families
2. Self-motivated and excellent administrative and organizational skills and experience
3. Excellent communication skills with staff, parents, children and volunteers (Sunday School teachers, volunteers, etc.)
5. Ability to work well with Director of KfC and other key ministry team members
6. Pastoral preaching primarily for Sunday Schools

Additional Responsibilities & Expectations

1. Personally professes Christ as Savior and committed to walking as a disciple
2. Minimum one-year commitment

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