



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

Position Description
<p>Purpose: The Assistant Director of Upper Elementary Christian Ministries (known as Little Lights or LL) of Open Door Presbyterian Church (ODPC) shall, with the Director of LL, the Christian Education (CE) department of ODPC and English-speaking Congregation (EC) and Korean-speaking Congregation (KC) Pastors of ODPC, minister to the lower elementary (1st through 3rd 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 LL 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 LL 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 (setting up worship room and classrooms on Saturday afternoon) c. Provide assistance with weekly ministry preparation d. 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 (including, but not limited to): <ol style="list-style-type: none"> a. Attend necessary meetings with LL 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 e. Other administrative duties (making copies, stocking welcome desk papers, wristbands, issuing F1 key tags, addressing any F1 related problems, etc.)

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Position Description

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Accountability

The Assistant Director of LL is accountable to the Director of LL, 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 LL 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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