PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

**Position Title:** Downtown Children’s Ministry Assistant Coordinator

**Reports To:** Downtown Children’s Ministry Coordinator

**Hours:**  5 hours a week / 2 weeks a month

(3:30 PM - 7:00 PM on first and third Sundays of the month)

(One - two hours to coordinate/prep with Downtown Coordinator)

**Date Prepared/Revised:** May 24, 2017

**Principal Functions:** Assist the Downtown Children’s Ministry Coordinator in overseeing Sunday evening programming, bi-monthly, for the Children’s Ministry at Pacific Crossroads’ evening service (located at St. John’s Cathedral, 514 W. Adams Blvd., Los Angeles, CA 90007).

**Specific Responsibilities**

**I. Personnel - Volunteers**

*Volunteer Care*

* Coordinate volunteer schedules with Downtown CM Coordinator
* Communicate operational changes or general updates to volunteers
* Visit classrooms to observe teachers
* Implement and follow all Children’s Ministry Safety Policies
* Onboard new volunteers

**II. Program (first and third Sundays only)**

* Coordinate with setup team to ensure correct Children’s Ministry setup/breakdown including classrooms, lesson supplies, check-in table, etc.
* Coordinate with Children’s Ministry team to ensure lesson plans, crafts, and volunteers are ready and in position for Sunday programming.
* Visit classrooms to observe teachers and alert Downtown Coordinator to any volunteer management needs
* Immediately address any safety or health issues that arise, and alert the Children’s Ministry Director of this issue
* Ensure that volunteers are present to greet families as they arrive and orient families who are new to PCC
* Lead children’s worship time (2 years through kindergarten) — guide through basic order of worship, lead singing (or find a friend to sing)
* Assist teachers in handling discipline and classroom management situations
* Deliver staff time sheet and offering to Downtown Coordinator
* Adhere to Pacific Crossroads Children’s Ministry policies
* Attend monthly downtown children’s ministry staff meeting after the service (approx. 30 minutes)
* Meet with Children’s Ministry Director once a month for tag-ups.

**IV. Operations**

* Coordinate with Sunday Operations Director to ensure correct Children’s Ministry setup/breakdown each Sunday, including:
* Worship room
* Classrooms
* Sign-in table
* Immediately address any safety or health issues that arise, and alert the Director of Children’s Ministry of the issue
* In absences of Downtown Children’s Ministry Coordinator and/or absence of Downtown Ministry Operations Coordinator on any given Sunday, be the replacement point leader on a Sunday for each job.

**Other Personal Qualifications:**

* Maintaining a vital, growing relationship with Jesus Christ
* A commitment to glorifying Christ in one’s work and personal relationships
* Humility in giving and receiving constructive feedback
* A commitment to resolving conflicts biblically
* Respect for the confidentiality of personal records and private communications