



Legacy Kids Assistant

Updated July 2020

Classification: Permanent; 10-20 hours per week

Educational Requirements: HS Diploma and work experience

Employee:

Supervisor: Legacy Kids Director/Executive Pastor

Position Overview

The Legacy Kids Assistant is responsible for supporting the Kids Ministry Director through the implementation of a ministry strategy that inspires wonder about God and builds a foundation of faith that will last a lifetime in the children and their families of Legacy United Methodist Church.

Tasks and Responsibilities

- Assist in distribution of curriculum to volunteers
- Prepare and deliver large group presentation and talking points to Legacy Kids pre K
- Oversee small group instructional activities
- Manage Preschool VBS program
- Assess classroom and furnishing needs and assign students accordingly
- Administer preschool / nursery volunteer, training, and retention processes
- Maintain regular communication and provide family support where needed for preschool / nursery parents
- Maintain nursery in a clean, organized, and effective presentation
- Manage supplies and materials for nursery
- Maintain resource room in organized and effective presentation
- Assist in monitoring use and need for supplies and materials
- Assist with Fall Kickoff, VBS set design, kid's ministry special events, etc.
- Assist with summer Legacy kids program
- Take leadership role in absence of Legacy Kids Director
- Performing other duties as assigned.

Required Qualifications and Skills:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close consistent walk with Him
- Love kids and grant grace in discipline
- Demonstrate strong conflict management and public relation skills
- Demonstrate flexibility and calm under pressure in changing and/or emergency situations
- A teachable spirit, with a desire to grow in your faith and abilities
- A passion for children and children's ministry, and a desire to understand the current culture as it relates to children
- A team player who is personable and possesses highly effective relational and communication skills

Legacy's Values and Staff Expectations

As Pastors and Staff of Legacy United Methodist Church, we set the pace by modeling the Christian life for our congregation and help shape the heart and character of this church. We must do our best to live out in and out of the church: **Radical Hospitality**, welcoming and blessing all people God brings

into your life. **Passionate Worship**, attending worship every week, in person whenever possible. **Authentic Faith Sharing**, sharing Jesus in word and in deed. **Intentional Faith Development** committing to spiritual growth and life group participation. **Extravagant Generosity**, contribute financially with the tithe being the target towards a lifestyle of generosity, and **Risk-Taking Mission & Service**, serving in hands-on ways to build the Kingdom.

We embody our church's values. These values guide our staff toward a vigorous pursuit of the Christian life and effective service. The staff expectations (in abbreviated form) are to be **Christ Centered**, through actions and words. We are **Committed**, to produce quality work and take personal responsibility to serve others and cultivate volunteers. We are **Courageous**, as we approach challenges with optimism, flexibility and creativity. We are **Compassionate**, encouraging, humble, and gracious, even when under stress. And we are **Continually Improving**, as we set high expectations to improve ministry and self.

We know with God's help, we can pursue and achieve the highest standards of holy living, building a Christ-Centered staff culture and setting the pace for the church.

Send a copy of your resume, cover letter and any other documents, in PDF form to Pastor Donald Dinger, Executive Pastor at don@legacyumc.org