



## Early Childhood Ministry Assistant

Jesus loves the little children, and so do we! Our Early Childhood ministry develops and cares for the youngest members of our Grove family, sharing the love of Jesus with kids from birth through preschool age. The Ministry Assistant gives hands-on guidance and leadership to weekend and mid-week programs and services. This is a fantastic role for someone who loves kids and is passionate about ministry in the church!

Reports To: Early Childhood Director  
Works with: Volunteers, staff and leaders  
Works: Approximately 40 hours a week

### Weekend Worship / Mid-week Programs – 75%

- Coordinate mid-week and/or weekend programs and activities.
- Schedule and supervise volunteers for weekend and mid-week programs.
- Assist with curriculum preparation.
- Prepare resource and craft materials to support curriculum.
- Ensure classrooms are prepared and ready for volunteers.

### Parents – 10%

- Provide families with resources for personal and spiritual growth.
- Provides parent information regarding curriculum and upcoming activities.

### Other Ministry – 15%

- Cultivate intimacy with God and growth in Christ-like character through personal and corporate spiritual disciplines.
- Assist in creating age-appropriate environments for kids to experience God.
- Enter volunteer data relating to assignment/attendance.
- Attend Early Childhood leadership team meetings, church all-staff meetings, devotions and trainings.
- Assist with other Early Childhood programs and needs.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith**. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.*