

Hebron Church
Penn Hills, PA

Interested applicants email Lynn Zimmer at zsacct213@gmail.com to begin the conversation.

Role Family Life Ministry Associate (Kids - Birth through 5th grade)
Availability Position is open and aims start immediately
Status Part Time, Non-Exempt
Reports to Director of Family Life Ministry

Position Scope

The primary responsibility of the Family Life Ministry Associate (FLMA) is to assist the Director of Family Life Ministry (DFLM) in providing leadership and direction to all involved in Kid's Ministry (birth through fifth grade) and to help create a God-honoring, hospitable, participatory and multi-sensory learning experience. The (FLMA) must demonstrate a clear commitment to Jesus Christ and a call to bring kids to Jesus.

Qualifications

Since the (FLMA) plays a major role in assisting the Director of Family Life in the faith development of the kids of the church, both as a leader and an example, Hebron seeks an individual who has an understanding of the foundations of the Christian faith and who has a strong desire to nurture and equip children in the Christian faith. The following qualifications are desirable.

1. Degree in Kid's Ministry or other related field
2. Kid's Ministry experience as volunteer or staff
3. The ability and desire to work with kids and parents in building a relationship with Christ
4. Familiarity with ORANGE Curriculum and Strategy and willingness to engage it
5. Excellent communication and organizational skills

Responsibilities

1. Support the Director of Family Life Ministry with kids from birth through fifth grade by:
 - Oversee, develop, and implement Kid's Ministry
 - Recruit, train, and supervise adults and teens to serve in Kid's Ministry, ensuring Child Safety Policy is used
 - Implement plans and enhance long- range vision in Kid's Ministry
 - Work alongside church staff members to further the mission of Kid's Ministry.
 - Oversee that the nursery is adequately staffed, clean and inviting
 - Act as the resource person for the kid's educational ministry at the church, including ordering curriculum, equipment and other materials

- Coordinate a diverse offering of events that further the vision for Kid's Ministry.
 - Develop whole family ministry by building relationships with the families and children involved in the ministry at Hebron
 - Encourage, empower and equip the Kid's Ministry Small Group Leaders
2. Assist the Director of Family Life Ministry in administration by:
- Working to unify the understanding and the vision of education as whole church
 - Communicating regularly about Kid's Ministry with the parents and with the congregation.
 - Reviewing the website and the calendar to ensure that current and accurate information is posted.
 - Being a good steward of the Kid's Ministry budget and communicating needs through the appropriate channels
 - Attending staff meetings and staff functions as is necessary
 - Complete other projects, tasks and assignments as is necessary

Working Conditions

The position of Family Life Ministry Associate (FLMA) requires great flexibility in work hours, including evenings and weekends. The position is a part time, hourly non-exempt position. Furthermore, it is recognized that the schedule may vary at different time of the year. It is, therefore, understood that the FLMA shall:

- Coordinate approval from the Director of Family Life for any expenses incurred
- Maintain scheduled office hours (exact days/times may vary) and provide contact information to the church office when not in the office during daytime hours
- Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence
- Arrange to receive messages in the case of extended time away from the office

Professional Development

Opportunities will be regularly made to provide new training, enhancement training and the FLMA is encouraged to be actively developing themselves for the betterment of their ministry capacity.

Position Perks

Personal Office near Family Ministry Life Team

Kids Ministry Wing Environment that is prioritized with improvements

Professional Development Coaching by Certified Ministry Coach (The DFLM)

Flexible Schedule (Primary program days are Wednesday and Sunday)

Office Administrative Support