



PRETEEN ASSISTANT DIRECTOR

OUR MISSION

Our Mission at Rock Point Church is to point people to Jesus by loving them like Jesus and walk alongside them to develop into a fully engaged follower of Jesus. We describe this process in just three words: **Know, Grow, Go.**

GENERAL POSITION DESCRIPTION

The Preteen Assistant Director position will partner with the Preteen Director to manage, champion, and oversee the teams, systems, and processes involved in running the Preteen Ministry. Ministering to the preteens by providing support, care, and leadership is a key area of responsibility for this position.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (28 Hours/Week) // **Team:** Kids // **Supervisor:** Preteen Director

WORK SCHEDULE

- Saturdays | 1pm - 7pm
- Sundays | 7am - 1pm
- Tuesday/Wednesday/Thursday | flexible office hours
- Team meetings, trainings, conferences, and ministry events are mandatory
- Special services, including Easter, Christmas and events as needed

ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Care for, shepherd, develop, and lead volunteers, staff, parents, and kids up to a greater level of spiritual maturity, wisdom, and Spirit-filled living.
- Assist in developing, supervising, and guiding a comprehensive educational and service ministry for the preteen kids of the church.
- Review and develop classroom/small group curriculum for the preteen ministry.
- Manage a designated portion of the ministry budget for the preteen ministry.
- Collaborate with the Kids Team to help create a fun, safe, relevant, and relational ministry environment where kids want to be.
- Identify and empower high-capacity volunteer leaders who can build and lead teams of volunteers in the preteen ministry.
- Recruit, equip, and encourage volunteers in the preteen ministry.
- Oversight of an engaging small group experience in the preteen ministry, including, but not limited to:
 - Irresistible and engaging weekend small group environments that support the overall weekend experience.
 - Experiences conducive to intentional inclusion of kids with special needs.
- Assist/develop any events or programs for kids and families in the preteen ministry.
- Develop relationships with preteen kids and their families.

- Ensure that rooms and facilities reflect a safe, professional, and Christian environment.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Assist preteen Director to create ideal ministry transitions between Preschool, K-3, and Preteen.
- Partner with the Kids Director, Safety and Security Director, and the rest of the Kids Team to ensure the implementation and regular practice of all health, safety, security, and emergency protocols and procedures.

COMPETENCIES & PERSONAL QUALIFICATIONS

To perform the job successfully, the individual should demonstrate the following which align with Rock Point's four leadership foundations: Calling, Character, Commitment, and Competency.

Calling

- **Serve** - Has the God-given passion to serve, and the unique spiritual gifting that will enable the leader to define reality, dream a desired future, and design pathways.

Character

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; is able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.

Commitment

- **Buy-In** - Is committed to the church mission and to the church culture. Agrees with what God called Rock Point to be and has bought into Rock Point's mission, vision, values, doctrine, and strategy. Is able to love everyone, but understands that doesn't mean we have to work closely with everybody.

Competency

- **Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports Rock Point's goals and values.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.



To align with Rock Point's **Core Values**, the individual should demonstrate the following personal qualifications:

- Be committed to spiritual growth.
 - **Biblical Authority** - We have no power without the power of God.
- Be relationally unified.
 - **Relationships** - We don't have to know everybody, but we need to be known by somebody.
- Be servant-hearted.
 - **People** - We are unapologetic about reaching people.
- Operate in grace and truth.
 - **Throat Punch** - We challenge each other with the right truth at the right time and in the right way.
- Have a positive can-do attitude and take initiative.
 - **Leadership** - We let leaders lead, but we don't leave them alone.
- Personable in working with staff and volunteers.
 - **Authenticity** - We care about transparency over perfection.
- Understands grace personally and lives this out through daily application.
 - **Humility** - We pursue God's Kingdom not our kingdom.
- Possess a healthy sense of humor.
 - **Fun** - We take what we do seriously, but not ourselves seriously.
- Possess an appropriate balance of leader/manager and pastor/shepherd.
 - **Effectiveness** - We are relevant, not revolutionary.

REQUIRED CRITICAL SKILLS, TRAINING, & EDUCATION

- High school diploma or GED.
- Previous experience working/serving in Kids Ministries in a large church (min. 2,000).
- Proficient with computers including Internet, Email, Microsoft Office.
- Agrees and aligns with the vision, values, and doctrinal [Statement of Beliefs](#) of Rock Point Church.

PREFERRED QUALIFICATIONS

- A bachelor's degree in a related field or equivalent combination of education and experience.
- 2+ years of experience leading in a Kids Ministry in a church of at least 3,000 people.
- Working knowledge of ProPresenter, PCO, and/or Church Community Builder.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 20 pounds).

PERSONAL LIFE REQUIREMENTS (POST-HIRE)

- Model biblical understanding and maintain a consistent personal devotional life.
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case-by-case basis with Lead Team approval).
- Model biblical family life before the body and regularly attend worship services with your family.
- Model biblical integrity and conduct personal life in a manner consistent with Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.