

# Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
2's and 3's Sunday Assistant	Children's	2's and 3's	
<b>Biblical Reference</b> <i>(List reference only)</i>		<b>Purpose of Position</b> <i>(Why this role is important in the life of the church)</i>	
Matthew 18:5		<ul style="list-style-type: none"> <li>The assistants aid the teacher in creating a loving environment in which the children can learn and grow in the love of Christ.</li> </ul>	
<b>Ministry Description</b> <i>(List specific tasks; responsibilities of this position)</i>		<b>Desired results</b> <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> <li>Help prepare the classroom environment by: reviewing the curriculum, setting up chairs, preparing snacks and materials and praying over the service</li> <li>Help maintain discipline in the classroom, following disciplinary procedures set by the Children's Pastor</li> <li>Tidy room, clean tables and stack chairs after service</li> </ul>		<ul style="list-style-type: none"> <li>Children in 2's and 3's class feel welcome and loved in a safe and secure environment</li> <li>Children in 2's and 3's experience the genuine love and presence of Christ</li> <li>2's and 3's assistants help the teacher create a positive experience for the children.</li> </ul>	
<b>Time Commitment</b> <i>(Arrival time; length of event; how often)</i>		<b>Length of Commitment</b> <i>(6,12,24 months)</i>	
<ul style="list-style-type: none"> <li>Approximately 1 ½- 2 hours one Sunday per month; additional preparation varies</li> </ul>		<ul style="list-style-type: none"> <li>12 months commitment is needed.</li> </ul>	
<b>Skills, Talents, Gifts, Qualifications</b> <i>(Help to support the ministry)</i>		<b>Meetings &amp; Training Opportunities</b> <i>(Needed or available to do this ministry)</i>	
<ul style="list-style-type: none"> <li>Exhibit the love of Christ</li> <li>Have a love for children</li> <li>Maintain gentle but firm discipline</li> <li>Communicate effectively with the director, teacher and parents</li> <li>Have a willingness to submit to church authorities</li> </ul>		<ul style="list-style-type: none"> <li>Yearly Children's Ministry Volunteer Training</li> <li>CPR training is encouraged</li> </ul>	
<b>Special Requirements</b> (audition, background check, attendance, classes, etc.) <b>or Notes:</b>			
<ul style="list-style-type: none"> <li>Background check</li> <li>Regular attendance at Harmony for at least 6 months</li> <li>Welcome to Harmony class</li> <li>Personal interview with Children's Pastor</li> </ul>			
<b>Responsible to:</b> Shannon Le Grand, Children's Pastor		<b>Ministry Connector:</b> Jenny King	
<b>Date Ministry Description Completed</b>		1/09	