

FAMILY CARE ASSISTANT

GOSPEL CITY CHURCH

Summary:

The Assistant to the Director of Children's Discipleship and Family Care works closely with the Director in implementing Wednesday morning children's discipleship, VBS and administrative tasks pertaining to both children's discipleship and family care. This position is currently funded for one year. At the conclusion of this term, we will conduct a strategic review of the organizational needs to determine the potential for extension.

Department: Family Care and Children's Discipleship

Reports To: Children's Discipleship and Family Care Director

Status: Part-Time, 1-yr Term **Type:** Hourly (15-20 hrs/week) **Supervisory Role:** No

Hours: Monday, Tuesday, Wednesday

Primary Responsibilities:

1. Coordinate Wednesday Morning Children's Discipleship
2. Assist the Family Care Director
3. Assist the Staff for All-Family Events

Qualifications:

- Preferred undergraduate degree in Biblical Studies, Biblical Counseling or Childhood Development
 - Excels at understanding and working with preschool children
 - Excellent communication, interpersonal, and organizational skills
 - Knowledge of how to utilize Google Suite and Planning Center
 - Committed to teamwork with the leadership, staff, and congregation of Gospel City Church.
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Essential Duties and Responsibilities:

Coordinate Wednesday Morning Children's Discipleship

- Collaborates in choosing curriculum for Wednesday morning Children's Discipleship.
- Collaborates in overseeing Wednesday morning Children's Discipleship

Assist the Family Care Director

- Helps the Director with administrative tasks
- Assists in counseling cases as needed doing research, scheduling or advocating

Assist the Staff for All Family Events

- Assists in event coordination for extra family events
- Plays a key role in VBS preparation and implementation

General Church Duties

- Participate in all required events and activities for Gospel City Church staff, such as Sunday gatherings (including major holidays), staff meetings, prayer meetings, special events, continuing education events, training opportunities, etc.
 - Other responsibilities may be added as new ministry needs arise and personal gifting develops.
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Personal & Spiritual Expectations:

- Demonstrate a life of worship, prayer, and obedience, embodying the church's discipleship pathway: **Glorify, Gather, Grow, Go.**
 - Uphold and model the **Staff Core Values**, including authenticity, collaboration, and adaptability.
 - Commit to ongoing personal and professional development, seeking to maximize the greatness in others and replicate leadership for broader influence.
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