



<b>Position Title:</b>	Assistant Director of Pre-School Christian Ministries	<b>Position Type:</b>	Part-Time (10-15 hours/week)
<b>Ministry:</b>	Fruitful Vineyard Ministry	<b>Date Posted:</b>	
<b>Salary Range:</b>		<b>Posting Expires:</b>	
<p><b>Applications Accepted By:</b>  <b>Fax:</b> 703 657 0342  <b>Email:</b> jobsCM@odpcec.org (Subject Line: Assistant Director of Christian Pre-School Ministries)  <b>Mail:</b> Open Door Presbyterian Church  2999 Centreville Road  Herndon, Virginia 20171</p>			

**Position Description**

**Purpose:**

The English-speaking Congregation (EC) Assistant Director of Pre-School Christian Ministries of Open Door Presbyterian Church (ODPC) shall, with the Director of Pre-School Christian Ministries of ODPC, the Christian Education (CE) department of ODPC, EC Pastors of ODPC and KC Pastors of ODPC, minister to the young children of the EC families in harmony with the mission and vision of ODPC and the EC. The Assistant Director will assist the Director in fulfilling tasks and projects related to the Pre-School Christian Ministries and CE. The Assistant will also support the EC pastoral staff and CE staff in congregation-wide events.

**Primary Duties & Responsibilities:**

This person will fulfill responsibilities in three areas:

1. Sunday School
  - a. Arrive early on Sundays to help set up
  - b. Prepare the craft/snacks
  - c. Manage the infant/toddler rooms
    - i. Coordinate infant/toddler room volunteers
    - ii. Send out weekly reminder emails
  - d. Preach the message once a month, or in the absence of the Director
2. Children’s Ministry Regular Events
  - a. Assist in the preparation of and at the events that include, but are not limited to: Fall Festival, Christmas program, Christmas Sunday, Passion Week, Easter Sunday, Teacher’s Appreciation, Vacation Bible School, Graduation, and Promotion Sunday
3. Administrative
  - a. Attend necessary meetings with FVM staff and leadership (as needed)
  - b. Attend monthly CM meetings
  - c. Attend and help prepare quarterly teacher huddles
  - d. Create a quarterly bulletin board

Continued on next page



**Position Description**

Continued from previous page

**Accountability**

The Assistant Director of Pre-School Christian Ministries is accountable to the Director of Pre-School Christian Ministries, EC Lead Pastor, CE Director and EC Elders.

**Special Traits/Skills**

1. Possess Christ’s love for children and families
2. Self-motivated and excellent administrative and organizational skills and experience
3. Excellent communication skills with staff, parents, children and volunteers (Sunday School teachers, volunteers, etc.)
5. Ability to work well with Director of Preschool Ministries (FVM) and other key ministry team members
6. Pastoral preaching primarily for Sunday Schools

**Additional Responsibilities & Expectations**

1. Personally professes Christ as Savior and committed to walking as a disciple
2. Minimum one-year commitment

an open door  
Revised October 2015  
to a life changing grace