

Pre-Teen Ministry Associate Job Description

North Shore Alliance Church, June 2023

Position Title	Pre-Teen Ministry Associate
Position Requirement	20 hours/week
Responsible To	Dave Sattler, Outreach Pastor

As part of the NSAC Staff team, the Pre-Teen Ministry Associate will lead teams, plan and implement activities, and be responsible for administration of the Pre-Teen Ministry. This position includes some evenings and weekends including Sunday Service time involvement. These hours will be included in the 20-hour work week. This Job Description is not exhaustive and should be up for regular review between Pre-Teen Ministry Associate and Supervisor.

Qualifications:

- Possesses a heart to love and serve Jesus.
- Loves children, pre-teens, and youth and is excited to teach them about Jesus.
- Able to shepherd and care for pre-teens, parents, and volunteers.
- Can draw people into a team, train, delegate, and build a team around a vision.
- Has experience in creative communication and age-appropriate curriculum development.
- Has competency in information gathering, record-keeping, and computer usage.
- Is adaptable to a ministry schedule that sometimes demands after hours work.
- Is able to multi-task.
- Has some theological training and ability to lead/teach a small group.
- Supports the C&MA Statement of Faith and the NSAC Leadership Agreement.

Teaching & Leading Roles:

- Lead Bi-weekly Thursday Pre-Teen nights.
- Recruit and train leaders for Pre-Teen Sundays, Thursdays, & Events.
- Plan and execute regular Pre-Teen Events.
- Plan and adapt teaching curriculum relevant for Pre-Teens.
- Partner with Children's Ministry and Youth Ministry to lead NSAC kids through a consistent pathway of discipleship and care.

Administrative Roles:

- Manage attendance records and build/maintain Pre-Teen database.
- Gather supplies for all Pre-Teen Ministries.
- Manage safety & screening for new volunteers as they express interest
- Maintain regular communication with leaders.
- Perform other NSAC pastoral roles as required.