



Summit Point Kids Job Description

Title: Summit Kids Administrative Assistant

EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:

Preach Boldly: Proclaiming the truth of God clearly and practically

Worship Authentically: Celebrate the person of God passionately and completely

Pray Dependently: Approaching the presence of God fervently and expectantly

Witness Courageously: Share the gospel of God wisely and respectfully

Gather Purposefully: Engage the people of God transparently and hopefully

Plant Strategically: Building the church of God locally and internationally

Position Objective: Summit Kids Administrative Assistant is a full-time position, focused on working in conjunction with the Summit Kids team to lead and disciple the kids at Summit Point Church.

PERSONAL COMMITMENT TO THE VISION OF SUMMIT POINT CHURCH:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point
- Work for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation
- Witness of Christ by regularly being part of the outreach ministries of Summit Point Church, and by personally sharing their faith with others.

Spiritual and Character Qualifications:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Have a history of moral purity
- Be a self-starter with drive, passion, and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Must be a member of Summit Point Church or be willing to become a member of Summit Point Church.

Professional Qualifications or Skills:

- Enthusiasm for the doctrine, vision, and philosophy of Summit Point Church
- Proficient at Microsoft Word, Excel, and Pages
- Able to learn and assist in managing computer programs and data bases
- Very detail oriented with the ability to multi-task.

Position Description:

- Assist in preparing weekly curriculum and activities to carry out Sunday and Wednesday ministries
- Assist in setting up classrooms for Sunday and Wednesday ministries
- Assist in outreach events-VBS, Summit Kids Family Night, Family Movies, etc.

- Assist in recruiting volunteers
- Assist in communication to volunteers
- Assist in managing volunteer schedules for the Wednesday night discipleship program, First Connections, and Women's Bible Study
- Work with the Summit Kids team to identify ministry needs and implement action steps
- Coordinate care ministry packages for volunteers (birthday cards and care cards)
- Occasionally teach or lead worship (lead motions not singing) on Sundays or Wednesdays as gifting dictates.

Summary of Qualifications:

This person must be spiritually mature, have a heart for children, flexible and able to multi-task in order to carry out the many facets of children's ministry at Summit Point Church. The Summit Kids Administrative Assistant will work under the leadership of the Early Childhood Director and Elementary Director.

Salary & Benefits:

- A competitive hourly rate and benefits package commensurate with experience will be provided
- Serious candidates should send a cover letter and resume to:

Kent Smith, Associate Pastor
ksmith@summitpoint.org
Summit Kids Administrative Assistant Job Search
401 Cimmeron Drive.
East Peoria, IL 61611