



ALTO REFORMED CHURCH

N3697 County Road EE
Waupun, WI 53963
(920) 346-5505
www.altoreformedchurch.org

June 25, 2022

Job Notice:

Our Mission

Our mission is to know
Jesus and make Jesus
known

We are seeking applicants for an Equipping Children and Families Ministry Assistant. This person will work with the Equipping Children and Families Ministry Director, who will be reducing hours at our church to teach a .5 4K class in Waupun this Fall. The Director's Job Description is attached below. The Assistant and Director will collaborate to accomplish the responsibilities. You can find more information and the application form at www.AltoReformedChurch.org.

Our Vision

Because we long for future
generations to experience
God's grace, we pursue our
vision to develop and
deploy Christ-like leaders

Hours: 15hours/week

Rate: negotiable based on experience and education

Please submit a completed Alto Employment Application – 2022 by July 5th. Interviews will be held on Wednesday, July 6th. If you have questions, please contact myself or the Director, Adrea Daane, at (920)296-1624 or adrea@altoreformedchurch.org.

Sincerely,

Our Strategic Priorities

Inspiring people to
worship, caring for people
well, and equipping people
to live missionally.

Pastor Kevin Van Wyk

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Kevin@AltoReformedChurch.org

EQUIPPING CHILDREN & FAMILIES DIRECTOR

JOB DESCRIPTION

1. **PURPOSE OF THE POSITION:** The purpose of the Equipping Children and Families Director is to equip children and families to live missionally through discipleship, community, leadership development, outreach, and mission experiences.
2. **GENERAL EXPECTATIONS**
 - A. Daily live a life that reflects your commitment to Jesus Christ.
 - B. Be actively involved in church.
 - C. Collaborate with staff and members in a positive, unifying manner.
 - D. Pursue personal development as a believer and a leader in the church.
 - E. Serve Jesus and His Church by upholding the beliefs of the church, particularly the inerrancy of God's Word, Alto's Statement of Faith, and the doctrinal standards of the Reformed Church in America.
3. **RESPONSIBILITIES:** The Alto Org Chart gives a good picture of the ministry responsibilities. Please note that the goal is not for you to do all the ministry, but to equip leaders.
 - A. Equipping Children and Families
 - i. Lead Equipping Children and Families Ministry (ECFM) Team meetings and communicate at least quarterly in writing with the consistory regarding a) celebrating where they've seen God at work and b) requesting prayer, guidance, and/or approval as needed. Minutes and/or reports should be submitted to the office administrator by the first Wednesday of the month with requests being highlighted.
 - ii. Appoint members to the ECFM Team from the consistory Approved Leadership List. This will include at least five people involved in children or family ministry.
 - iii. Oversee all Equipping Children and Families programs and staff, including 4K, family nights, and nursery.
 - iv. Preview and recommend all curriculum to the ECFM Team for: 1. Sunday School (preschool through high school) 2. Bible Class 3. Vacation Bible School 4. Walk Out Worship and/or other potential ministries.
 - v. Coordinate with Equipping Youth Director to create a comprehensive program for Jr./Sr. High.
 - vi. Recruit, train, and support teachers, substitute teachers, and assistants.
 - vii. Develop student leaders, seeking to invest in, mobilize and empower students to lead.
 - viii. Purchase materials for equipping ministries.
 - ix. Outreach ministries
 - a. Coordinate with the Equipping Adult's Team, the Equipping Youth Team, and staff to recruit, train, and mobilize children and families for outreach events.
 - b. Develop new strategies to help the children and families reach out to neighbors.
 - c. Work with area churches to increase kingdom impact and build unity.
 - B. Inspire children and families to worship through singing, praying and giving.
 - C. Care for team members, teachers, assistants, children and families through visits, calls, and cards.
 - D. Participate in staff meetings and Team Leader meetings.
 - E. Willingness to assist in other ministry areas as needed and assigned by the lead pastor.
 - F. Support our consistory & staff in living out our mission, vision, and values.
 - G. Personal Growth.
 - i. Study Scripture for continued growth.
 - ii. Maintain a passionate prayer life.
 - iii. Read, study, and research new trends and ideas.
 - iv. Attend webinars, conferences, seminars, and/or workshops to further your skills, as desired and discussed with the lead pastor.
4. **SKILLS & QUALITIES TO PURSUE**
 - A. High level of spiritual maturity.
 - B. Passion to reach those far from God.
 - C. Trustworthy and reliable.
 - D. Servant-hearted, team player, desire to help others.
 - E. Problem-solver (takes initiative in fixing and improving things).
 - F. Teachable (seeks to learn and takes direction well).
 - G. Delegator (equips and empowers volunteers).
 - H. Flexible, patient, and kind.
5. **ACCOUNTABILITY**
 - A. Reports to and is accountable to the Lead Pastor in carrying out job responsibilities.
 - B. Final authority rests with the consistory in all matters. The consistory is responsible for the salary review.
 - C. Submit to an annual background check (for 4K purposes).