



# Community Fellowship

**C H U R C H**

## **Community Kids Assistant Director – Position Description**

CFC is a vibrant and growing C&MA congregation located in Lancaster, PA. Biblically-based preaching and modern worship characterize our worship services at two locations. As we pursue our Multiply vision, CFC is focused on three priorities:

- Evangelism — inviting new people to faith in Jesus as we expand into new spaces and strengthen our gospel presence in Lancaster.
- Disciple-making — advancing person-to-person discipleship that produces spiritual maturity and multiplication.
- Leadership — developing a pipeline of new leaders and ministry innovators who can carry the mission forward.

### **POSITION SUMMARY**

Children matter to God and are highly valued at CFC. The Community Kids Assistant Director supports the Community Kids Director by helping lead and strengthen ministry from 1st–4th grade, while also playing a key role in recruiting, galvanizing volunteers, team building, and preparing for weekend services. This role is designed to increase capacity as CFC grows and prepares for multiple services at Chestnut Hill.

### **Core Outcomes:**

#### **VOLUNTEER RECRUITMENT, ONBOARDING, AND TEAM BUILDING**

1. **Cultivate volunteer pipelines:** A consistent flow of new Community Kids leadership teams is developed, equipped, and deployed into high-ownership roles.
2. **Recruitment:** A culture of spiritual maturity, active ownership, and high retention is established through effective recruitment and intentional onboarding that supports the safety policy and procedures established in the Community Kids Ministry.
3. **Empower the team:** Community Kids team leaders feel supported, mentored, and consistently connected to the core mission and purpose of the ministry.
4. **Vision Casting & Mobilization:** The church community is effectively mobilized through strategic storytelling, consistent communication of "wins," and shared enthusiasm for the ministry's future in partnership with the Community Kids Director.

## ELEMENTARY MINISTRY LEADERSHIP (GRADES 1-4)

1. **Curriculum & Environment Stewardship:** Elementary programming is consistently delivered with high quality, ensuring safe, welcoming, and mission-aligned environments that meet all staffing and operational standards of CFC.
2. **Volunteer Equipping & Mentorship:** Elementary team leaders are fully equipped to manage complex classroom dynamics, including special needs inclusion, and facilitate impactful discipleship between the classroom volunteers and children.
3. **Strategic Communication:** Ministry teams operate with absolute clarity, as weekly and monthly goals are communicated effectively and team focus remains locked on the mission.
4. **Team Culture Development:** A high-functioning, joyful team environment is sustained, where volunteer spiritual growth, mutual care, and genuine appreciation are prioritized.

## Weekend Ministry Operational Leadership & Partnership Execution

1. **Safety & Compliance:** A secure environment is maintained where child protection policies and safety protocols are strictly enforced without exception for volunteers and families at CFC.
2. **Weekend Serving Commitment:** The Community Kids Assistant director supervises or serves in Community Kids programming at least **6 - 8 services per month**.
3. **Weekend Operations Management:** The logistics of weekend services runs efficiently, with optimized scheduling, proactive problem-solving, and a highly visible leadership presence that supports both volunteers and families.
4. **Director of the Day Team:** Directors of the Day are scheduled for each service as needed and are supported, trained, and updated regularly with communication and safety changes.
5. **Quality Assurance & Team Development:** Ministry effectiveness is maximized through real-time face to face feedback loops and the systematic identification and removal of operational bottlenecks.
6. **Family Experience & Integration:** Families experience a welcoming, seamless, and high-quality environment from their first visit, resulting in deep connection and belonging.
7. **Strategic Collaboration:** Ministry goals are achieved through key partnership with the Community Kids Director to develop sound operational budget management and the successful implementation of new growth strategies, event initiatives, and outreach efforts.

8. **Event & Outreach Execution:** Partners with the Community Kids Director to create High-impact ministry initiatives, including Kids Camp and parent-equipping events, are visioned and executed to effectively reach the community and deepen family engagement
9. **Professional Development:** Participates in ongoing professional development through attending workshops, reading and networking.

**YOUR SUPERVISOR:** Community Kids Director

**CATEGORY:** Part-Time, 20 hours/week (Non-Exempt)

This role's schedule requires a physical presence in the CFC staff office two days per week, in addition to weekend presence at 6-8 services per month and key ministry events. The weekend commitment includes supporting one - two service times every weekend. Weekly hours will be coordinated with the Community Kids Director to ensure consistent coverage during peak programming times.

#### **YOUR TEAMS**

- 1st - 4th Grade Community Kids Serving Teams
- Director of the Day Teams
- Leadership Development Team

#### **Candidate Qualifications**

We are looking for a leader who is passionate about multiplying the impact of the Gospel through the next generation. The ideal candidate will possess the following qualifications:

- **Spiritual Maturity:** Maintains a growing, vibrant relationship with Jesus Christ and a clear, demonstrated commitment to the mission of seeing lives transformed by the Gospel.
- **Discipleship Proficiency:** Understands the mechanics of personal discipleship and possesses the ability to equip others to mentor and multiply their own disciples.
- **Leadership & Mobilization:** A natural galvanizer who thrives on recruiting, motivating, and mobilizing volunteers around a shared vision.
- **Biblical Literacy:** Possesses a strong foundation in Scripture with the ability to effectively communicate God's story in an age-appropriate, engaging manner for children.
- **Theological Alignment:** Maintains active, philosophical, and theological alignment with the vision of CFC and the Christian and Missionary Alliance (C&MA) denomination.

- **Ministry Experience:** A background in children's ministry, education, or volunteer leadership is preferred.
- **Professional Aptitude:** Demonstrates exceptional communication skills, unwavering reliability, and a collaborative, team-first posture.
- **Technical Proficiency:** Competency in digital administrative tools (Google Workspace/Microsoft Office) and a functional understanding of AV/computer operations for weekend environments.
- **Physical Requirements:** The ability to stand or walk for extended periods during services and the capacity to lift or move ministry equipment up to 40 lbs.

**HOW TO APPLY** Please send inquiries to [employment@communityfellowship.com](mailto:employment@communityfellowship.com). Candidates should submit a resume and a brief cover letter explaining your personal philosophy on children's ministry and how you've seen God move through your leadership of volunteers.