



Timberlake United Methodist Church
21649 Timberlake Road | Lynchburg, VA 24502
434.239.1348 | timberlakeumc.org

Children's Ministry Assistant - Preschool Nursery

Employer Information

Job Department: Church Staff

Reports to: Children's Ministry Director, Lead Pastor, SPPRC

Schedule: Up to 4 hours on Sunday mornings; Up to 2 hours on Wednesday evenings; 8 or more hours during the week.

Maximum of 12 hours weekly

Purpose

To provide a safe and loving environment for children during worship services and special Church events. The focus of this position will be on preschool age children (not yet in kindergarten) with an overall awareness and concern for all Timberlake children. Timberlake is striving for excellence as we teach and live out our mission to Reach, Feed, and Release people to be the hands and feet of Jesus.

Job Duties and Expectations

- Attend ongoing Children's Ministry training and meetings when necessary
- Take training in First Aid and CPR
- Complete a background check
- Attend Children's Ministry leadership team meetings
- Oversee the preschool department
- Support the Director of Children's Ministry and Nursery Coordinator regarding policies and procedures
- Recruit volunteers to serve in the preschool classes during Sunday morning and during other Wednesday night programming
- Develop a good relationship with volunteers
- Demonstrate a positive and friendly attitude with the parents and the children who are in your care
- Collect attendance sheets each week and give the attendance sheets to the Director of Children's Ministry
- Substitute if needed in a nursery, preschool, or elementary classroom
- Help keep rooms looking neat, clean, and sanitized

Education

Required:

High School Diploma (or GED or High School Equivalence Certificate)

Preferred:

Bachelor's Degree

OR 2-5 years of experience and ability to show knowledge of Children's Ministry

Revision 12.1.21

Our mission is to reach, feed, and release people to be the hands and feet of Jesus.