



<b>Position title</b>	Assistant Director of College and Children's Ministry	<b>Date Reviewed</b>	7/11/2022
<b>Position description</b>	Full Time		
<b>Position supervisor</b>	"Cultivating" Team Facilitator		

## Job Purpose

CWC exists to make more and better disciples who transform the community and resource the church. To this end, the role of the College and Intergenerational Ministry Assistant will pursue the spiritual formation of college students, parents, volunteers, and SPLASH Children.

## Duties and responsibilities

### General Pastoral and Resourcing Responsibilities

- Help facilitate "Lay Seminary," and encourage college and SPLASH family presence there

#### College Pastoral and Resourcing Responsibilities:

- Meet 1-on-1 with collegians for pastoral care and discipleship
- Oversee and disciple the college leadership team and the leadership culture of college ministry
- Organize college-facing opportunities for students to know and get involved at CWC
- Help collegians get involved in intergenerational connections (volunteering in SPLASH, mentoring, service opportunities, etc) within both CWC and the Marion community

#### SPLASH Pastoral and Resourcing Responsibilities:

- Assist Children's Ministry team in designing and setting direction for the SPLASH curriculum
- Create and execute a formational worship plan for SPLASH that aids children in their sense of belonging not only in SPLASH but in the larger church and intergenerational contexts
- Strategize with the Children's Ministry team to create opportunities for formation and Bible studies among parents and volunteers that align with all church emphases

### Administrative Responsibilities:

- Organize and maintain systems that support intergenerational spiritual formation

#### College Administrative Responsibilities:

- Manage database of college students CWC has sent
- Help organize liminalfoundation.org, and our resourcing of emerging adults
- Create "sending" spaces for collegians to be equipped

#### SPLASH Administrative Responsibilities:

- Oversee the SPLASH maintenance calendar
- Meet weekly with the children's ministry director and children's ministry assistant to plan the ministry calendar and the execution of SPLASH programming

## Basic personal responsibilities

Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation

- Maintain proper priorities in your home and be a spiritual leader to your spouse and children, if married
- Develop personal evangelism opportunities within and outside of the church
- Financially support the work of CWC by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%
- Agree to uphold the CWC Staff Conduct and Lifestyle Agreement, the Employee Fraternalization Policy, the Confidentiality Agreement.

## Working conditions

Special working conditions may include irregular hours occasionally extending beyond 50 hours per week, some evening, early morning, and Host pastor duties on Sunday mornings Serving and supporting SPLASH at weekday and weekend events and on Sunday mornings when available

## Physical requirements

Nature of this work is primarily sedentary

## Direct reports

None