

Thank you for your interest in the Assistant Children's Minister position at Embrace Church. Our hope in this document is to explain some of who we are, the current context of ministry at Embrace and what we envision for this role. The document is broken down into the following sections:

- I. Assistant Children's Minister Job Description**...what we are envisioning for this specific role.
- II. The Hiring Process**...a general path we plan to take with candidates.
- III. Embrace Church Profile**...our story, vision, values, and theological background.
- IV. Embrace Church Leadership Covenant**...required for all staff members and leaders within Embrace Church.

After reviewing this document, interested candidates should email their resume, references and a letter of interest to communications@embraceauburn.org.

I. Assistant Children's Minister Job Description

POSITION SUMMARY & RESPONSIBILITIES

The Assistant Children's Minister will be a salaried staff position that will give oversight, leadership and management to the following areas: a) scheduling of children's ministry volunteers, b) preparation for Embrace Kids experiences, and c) leading Sunday children's ministry teams. This new role is in development and the scope of its responsibility will be set to fit the best candidate(s) who apply. Hours of this position could range from 20-40 hours per week, to be determined during the application process based on applicant's leadership experience, skill, and personal availability. Consideration will be given to this role being specialized in either early childhood, elementary, or all ages of children's ministry, based on applicant's expertise. This position will work in conjunction with and report directly to the Children's Minister.

A. SCHEDULING OF CHILDREN'S MINISTRY VOLUNTEERS

- Work alongside Children's Minister to recruit and train new volunteers.
- Manage Sunday morning volunteer schedule.
- Communicate weekly volunteer reminders, announcements, and lesson plans.
- Guide volunteers through schedule changes and substitutions as needed.

B. PREPARATION FOR CHILDREN'S MINISTRY EXPERIENCE

- Work alongside and/or in support of Children's Minister to plan weekly Embrace Kids lessons as well as any additional Embrace Kids experiences.
- Gather and/or purchase needed supplies for weekly lessons.
- Organize and prepare all materials for weekly Embrace Kids lessons and any additional Embrace Kids experiences.

C. LEADERSHIP OF SUNDAY CHILDREN'S MINISTRY TEAMS

- Give direct leadership and support to Sunday morning Children's Ministry Team Leaders, small group leaders, and youth helpers to ensure their success in offering a successful Embrace Kids experience to children and parents.
- This will involve leading weekly Sunday morning volunteer devotion times.
- This will involve frequent communication/coordination with Embrace Kids Team Leaders and meetings as needed, as well as with the Children's Minister and any other children's ministry staff team members.

QUALIFICATIONS:

- High School diploma required with a Bachelor of Science, Administration, or Education preferred.
- 2+ years of education and/or ministry experience, working with children and parents.
- Experience leading teams preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- A life grounded in Scripture and authentic, growing relationship with Jesus.
- Authentic love for children and value of them as worthy of investment.
- Willingness to partner with parents as the primary disciplers of their children.
- Flexibility to play a number of roles within ministry on any given day.
- Resourcefulness to network with others who can fill roles not within personal gifts.
- Ability to be detail/task oriented while also caring deeply for people in the process.
- Self-starting initiative with the ability to work independently and as part of a team.
- Forward thinking with capacity to foresee anticipated needs.
- Exemplary communication skills, both verbal and written.
- High level of organization, planning and time management skills.
- Capacity and confidence to lead other leaders within the church.
- Unquestioning dependability, reliability, and confidentiality.
- Proficiency or ability to learn quickly with Mac and online calendars, documents, spreadsheets, databases, etc.

THE COMMITMENT

- This ministry position is being developed and could range from 20-40 hours per week, depending on the availability and expertise of the right candidate. Typical days of work will be Monday through Thursday during school hours, and most Sundays. This is a year-round position, including summers and extended holiday breaks, with some occasional night meetings. The schedule can be flexible at times as long as responsibilities are fulfilled, and key meetings with staff and other leaders are maintained.
- Being on the staff of Embrace Church naturally places a person into a position of spiritual leadership within the body of Christ. With this, all staff persons are required to sign and live within our Embrace Church Leadership Covenant.

COMPENSATION

Compensation will be based on experience, qualifications, and agreed upon number of work hours per week.

III. The Hiring Process

We enter this process praying for God to guide us to the leader He chooses for this ministry role within Embrace Church. Our desire is to engage in authentic communication and learn about a person's passions, gifts and story in order to discern together God's will in this decision.

Below is the general path of our hiring process. While this may not be the same for each candidate these are the general pieces that will take place at some point through the process:

1. Upon receiving resume, references and letters of interest, the Personnel Team will evaluate and select candidates to pursue further.
2. Initial phone conversation with Children's Minister.
3. If possible, a coffee conversation with Lead Pastor and additional leaders. If out of town, an initial Zoom conversation will be scheduled.
4. References called and evaluated by members of the Personnel Team.
5. Candidates will complete an online APEST and DISC Profile.
6. On-site interview with the Embrace Church Personnel Team.
7. Salary, benefits, and start date finalized with the Personnel Team Chairperson and Lead Pastor.

Prior to employment, a candidate will be required to complete the following:

- Drug Screening and Criminal Background Check
- Embrace Church Employee Application
- Review and sign the Embrace Employee Policy and Procedures Manual
- Review and sign the Embrace Church Leadership Covenant

Our hope and desire is to have the new Assistant Children's Minister position in place by May 2024.

Interested candidates with the qualifications outlined in this statement should email their resume, references and a letter of interest to communications@embraceauburn.org.

III. Embrace Church Profile

OUR STORY

Embrace Church was planted on January 10th, 2016 out of the missional vision of Cornerstone Church, also located in Auburn, AL. The heart of Embrace Church is in our very name. Most are familiar with the word "embrace" having the meaning of holding a person closely in one's arms or to show great support. But for us, this word "embrace" acts as a kind of signpost, pointing us towards the parable of The Prodigal Son, where Jesus taught of his Father's redeeming love.

"But while he was still a long way off, his father saw him and felt compassion, and ran and embraced him and kissed him." ***Luke 15:20***

At Embrace Church, we are people who have been captured by this scene and the one who first told of it. It is our heart to live as his disciples and join him in offering this kind of redemptive love to the world around us.

For 12 years, we gathered for worship in a temporary home at Lee-Scott Academy. In October of 2023 we transitioned to our newly constructed church home on North College Street in Auburn. In the few months since October of 2023, our weekly attendance has doubled, and thus our staff team is also currently growing to better know and lead the families connecting with our church.

OUR MISSION

JOINING JESUS to EMBRACE PEOPLE and EMPOWER DISCIPLES.

OUR VALUES

- **BECOMING LIKE JESUS:** We see every experience of our lives as an opportunity to trust, obey and become more like Jesus.
- **AUTHENTIC RELATIONSHIPS:** We are committed to cultivating honest and genuine relationships where we can be fully known and fully loved.
- **CHURCH IS WHO WE ARE:** We understand church not as the place we go or the things we do, but WHO God has called us to be in the world.
- **PEOPLE MATTER:** From youngest to oldest, people matter to God and they matter to us. When it comes to people or productivity we want people to win every time.
- **WE'RE FAMILY:** Rather than just individual followers, we live and love as a spiritual family on mission with Jesus.
- **HUMILITY OVER ENTITLEMENT:** Like Jesus, we're not here to be served, but to serve.

THEOLOGICAL FOUNDATIONS AND CONNECTION

Embrace Church is an independent, non-denominational church with roots in the Wesleyan revivalist movement. Our theological foundations rest in the historical documents of The Apostles Creed, The Nicene Creed, The 25 Articles of Religion of the Methodist Church (1784) and The Evangelical United Brethren Confession of Faith (1963). While being an independent church, we exist in connection with The Forged Network of Churches for support, accountability, and ministry partnerships for greater Kingdom impact.

Learn more about our staff, leadership and beliefs at www.embraceauburn.org.

IV. EMBRACE CHURCH LEADERSHIP COVENANT

According to Scripture, leaders in the church are called to live at a higher standard and answer to a holy authority, being examples to the flock and a witness to the lost and broken world (1 Peter 5:2-3). Our lives as leaders are to reflect not only our salvation (forgiveness of sin) but also continued growth in our discipleship to Jesus (sanctification). While we are all sinners who fall short of the glory of God (Romans 3:23), we are called by His grace and through the power of the Holy Spirit to walk in holiness in all areas of life as an act of worship to Jesus Christ (1 Peter 1:13-16, 4:1-3).

As a leader of Embrace Church, by God's grace and the power of the Holy Spirit, I commit to:

- Pursuing an authentic and abiding relationship with Jesus through the practices of Scripture reading, prayer, worship and Christian community. (John 15:1-5)*
- Maintaining the virtues of gentleness and respect in the midst of a polarizing society with deep racial, political, and socio-economic divides. (1 Peter 3:15)*
- Pursuing a life of sexual purity, practicing celibacy in singleness and sexual relations only within the covenant of marriage between one man and one woman. (Mark 10:6-9, 1 Corinthians 6:18)*
- If in marriage, devotion to lifelong mutual health, growth and faithfulness, only pursuing divorce as an alternative when estranged beyond reconciliation and after thoughtful consideration and spiritual counsel. (Mark 10:5-9)*
- Abstinence from the use of any illegal drugs and, for those of legal age who choose to consume alcohol, judicious use with deliberate and intentional restraint. (Ephesians 5:15-18)*
- Awareness of the responsibility that goes with "Christian freedom," especially in my actions or situations that could be a stumbling block to others. (1 Corinthians 8:9)*
- Speaking the truth in love, preserving peace in the body through forgiveness and reconciliation, and refraining from sowing discord and disunity in the church. (Ephesians 4:15,32)*
- Regularly attending and faithfully praying for our worship gatherings (Hebrews 10:24-25) as well as the practice of generosity in God's kingdom through financially giving to our local church (1 Timothy 6:18-19)*

Printed Name / Signature

Date

The Leadership Covenant is required for any persons entrusted with positions of authority, influence, teaching or leadership within Embrace Church. This includes the roles of: Pastoral and Staff Team, Executive Team, Worship Team, Prayer Team, Kids Ministry Leaders, Youth Ministry Leaders, Community Group Leaders, Serving Team Leaders, and any other teaching roles.