



Pastoral Assistant – Pre School

VA: Stepping into the story of God for the sake of the city

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Core Responsibility Area

You will be responsible for developing structures and creating a culture where pre-schoolers (0-5yr) and young families step into the story of God.

Relationships and staff

- Partner with Vineyard Christian School
- Regular and effective communication of values, vision, stories
- Attendance at Pastoral and Departmental Staff meetings (Circles)
- Engage with Parents at VA and VCS

Vision and Values

- Personally model passion for children aged 0-5
- Cultivate the vision and values of releasing the next generation
- Value and honor movement of Holy Spirit
- Introduce newcomers to the story of God among pre-schoolers

Leadership and growth

- Cast vision for growth, expansion and multiplication of pre-school ministry
- Identify, recruit, train and deploy 10 pre-school leaders
- Lead preschool through the next two growth barriers
- Development of 10 team leaders
- Development of 25 volunteers
- Regularly gather leaders and volunteers together for the purposes of vision casting, training and relationship
- Add entry points for families through outreach events and big days
- Think double. Cultivate and model an atmosphere for continued learning:
 - Read what others are doing.
 - Meet with others who are next level leaders.
 - Go visit larger and healthier churches.

Systems and structure

- Ensuring safety and compliance in all areas.
- Continually review and strengthen the structure of ministry including:
 - a) policy manual
 - b) job descriptions
 - c) training plans
 - d) volunteer on-boarding
 - e) evaluation and exit interviews for families and volunteers
- Utilize the VISA method of building (Vision-Interdependance-Strategy-Action)

Sunday Service

- Oversee PreSchool Sunday Morning environments
- Create relevant, excellent, safe environments
- Restructure ages and classes
- Implement effective first-serve strategy
- Think double. Cultivate and model an atmosphere for continued learning:
 - Read what others are doing.
 - Meet with others who are next level leaders.
 - Go visit larger and healthier churches.

Renumeration and Reporting

- 50k pro rata (Part-Time 20k 2 days 16hrs, 30k 3 days 24hrs)
- Regular office hours: Tuesday - Wednesday and Sunday
- Reporting Relationships: Lead Pastors
- 12 month Results Required:
 - 10 new pre-school leaders
 - Connect with 1 new school
 - 30 new children
 - 25 volunteers engaged
 - 20 new believers
 - 3 or 4 big events
 - 1 intern
 - Break through 2 growth barriers