

## PERSONNEL COMMITTEE

Minutes of Meeting of July 12-13, 2021 conducted by email

At the request of Pastor Julie and Joe Zimmerly, the Personnel Committee met by email to consider a revised Job Description for the CYFM Assistant in order to clarify the duties and expectations for the position.

By email vote the Revised Job Description, below, was approved on July 13, 2021. Members Randy Churchill, Rebecca Riley and Jim Prosser voted in the affirmative, Steve Michel was absent.

/s/

James Prosser, Chair

### Job Description

#### Children, Youth and Family Ministry Assistant

The Children, Youth and Family Ministries Program is an important ministry at Mount Cross. This position serves our children and youth of the congregation, friends, and members of the community by assisting the Director of Children, Youth, and Family Ministries. This position is a critical element of the Children, Youth and Family ministry team. The Employee's concern for children and youth in our ministry must exemplify the religious spirit of this congregation.

The CYFM Assistant is a part time position with a work week of 8-10 hours per week, mainly on Wednesday and Sunday, with occasional other days. The principal responsibilities of this position are to assist the Director of Children, Youth and Family Ministries and the Pastor by, including but not limited to.:

1. Providing assistance or leading, lessons, crafts, games, and recreational activities for the children and youth ministry programs under the direction of the Director of the Children, Youth and Family Ministry.
2. Assist with organizing prior to and cleaning up after each lesson or event.
3. Assist with communication to the parents as well as the congregation through our platforms such as Facebook, Instagram, email, etc.
4. Being available on Wednesday afternoon and evening and Sunday morning and afternoon and able to arrive at least 30 minutes prior to the assigned events.