OPPORTUNITY PROFILE

Kids Ministry Administrator





Rockpoint CHURCH

OPPORTUNITY OVERVIEW

A full-time (35 hours/wk) staff position with responsibility for assisting the Rockpoint Kids ministry with administrative, office and ministry functions. Hours will occasionally increase during more demanding ministry events such as VBS or special family events.

KEY RESPONSIBILITIES

- Communications
  - Assist with ministry communications via email, phone calls, texts, social media and mailings
  - Work in conjunction with our communications team to ensure the creation of promo pieces such as flyers, posters, website and social media postings for upcoming ministry events
  - Answer questions, provide information, and help solve problems with staff, volunteers and families
  - Keep Rockpoint Kids staff informed of ongoing needs with families or individuals as they become known
  - Manage our Rockpoint Kids Care ministry by sending cards, flowers or gift cards to those who need extra encouragement
- Administration
  - Perform general administrative duties such as printing, copying, database maintenance, updating the church calendar, reserving rooms and ordering ministry supplies
  - Proficiency in use and administration of PCO and Approved Workman databases, including the ability to troubleshoot and problem solve issues
  - Provide administrative support for Rockpoint Kids' events such as VBS, training meetings, seasonal events, Awana events, etc. Oversee registration processes, check in and procedures for these events
  - Provide administrative support and volunteer oversight for the Moms Uplifted and Kids Uplifted Thursday morning programs in partnership with women's ministries
  - Purchase supplies and materials as requested by the ministry directors
- Programming/Events
  - Scheduling and communication with Sunday AM volunteers. Work collaboratively with Rockpoint Kids Team for Awana and special event staffing
  - Assist ministry directors with curriculum prep, room setup, classroom supplies, providing name badges for volunteers and other office functions that will support their ministry area
  - Help purchase or provide food for ministry lunches, dinners, trainings and appreciation events
  - Help organize and manage the details of our Faith Path classes such as Child Dedication, First Bible and Baptism. Communicate with families and participants as needed
- Preferred work schedule would be daytime hours Monday-Thursday and Tuesday nights when Awana meets. Specific schedule can be discussed with the Pastor to Children and Families. Involvement in "All Hands On Deck" events (trainings, special events, VBS) is also required. During these weeks/times work schedule can be adjusted so hours are in alignment with your work agreement
- Team relationships
  - Meet weekly with the RP Kids Team
  - Attend other team meetings as needed

QUALIFICATIONS

- Belief in Jesus Christ and in agreement with the views and principles of Rockpoint Church, including the EFCA Statement of Faith
- Able to maintain confidentiality
- Able to respond to people in a friendly, warm, and helpful manner. Relates well to children's ministry staff, volunteers and families
- Needs to possess good organizational and administrative skills
- Experience and competence with computer and software applications (Microsoft office, Planning Center Online, and Teams)
- Able to take direction as well as initiate new projects
- Church ministry experience, either paid or volunteer, is a plus
- A flexible, problem-solving approach and a heart for ministry
- A regular or program attender at Rockpoint Church

REPORTING & COMPENSATION

- Reports to: Wendy Dean, Children & Family Pastor
- Schedule: 35 hours weekly (more as ministry demands)
- Compensation: Pay range is $23-$25/hour based on experience. PTO in accordance with the employee handbook

APPLICATION PROCESS

Please submit a resume and cover letter in PDF or Word format to Wendy Dean at wdean@rockpoint.church

In your materials, include:

- Summary of professional and ministry experience
- Church size, staff structure, and your role in that context (if applicable)
- Involvement in local church and your heart for ministry
- A brief introduction about yourself or your family


NO PARKING
FIRE LANE
ROCKPOINT
CHURCH
SERVE DAY
Buh-bye, plastic.
It's an ALDI thing.
pick up & delivery


EASTER
WITH ROCKPOINT







HISTORY

In 1968, ten families took a leap of faith and began praying over a shared dream of establishing a church in the northeast suburbs. By 1969, they had begun meeting for worship at an elementary school.

Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home led to the construction of a portion of our former facility, completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980s. Space became inadequate for the quality ministries the church sought to provide. Phase 1 of a new facility addition was completed in 1986. However, when Phase 2 was considered, it became clear that the current site was too small.

To continue expanding its ministry and impact, the congregation voted in 1996 to purchase 108 acres of land and relocated to Lake Elmo. Through prayer and sacrificial giving, God miraculously provided the $1 million needed to purchase the land. After years of collaboration with the city, our new facility was completed, and our first Sunday service was held in July of 2007.

In anticipation of this move, the church also changed its name from *Lakewood Evangelical Free Church* to *Rockpoint Church*, ready to launch ministry into a new region.

Throughout our history, countless prayers and sacrificial giving of time, talents, and treasures have marked our journey. Based on God's faithfulness, and with humble dependence on Him, our leadership believes the Holy Spirit is prompting us to pursue a new work—locally and globally. As we step into Rockpoint's future, we believe God will continue doing a fresh work in the lives of each person, in our community, in the Northeast Metro area of the Twin Cities, across the nation, and around the world.

We invite you to visit www.rockpoint.church to learn more.
Our mission: *To multiply disciples through a healthy church.*
Our vision: *Made to multiply – Grow in your love of God, and go love your neighbor.*

GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America and is congregation-led. This means the following items require approval by a majority of church members:

- Annual budget
- Placement of the Senior Pastor
- Appointment of Elders and Deacons
- Sale of properties (as outlined in our bylaws)

Elder and Deacon Boards:

- The Elder Board is comprised of men only.
- Both men and women serve on the Deacon Board.
- The Senior Pastor is a voting member of the Elder Board and is accountable to it.
- The Executive Pastor is a non-voting member of the Elder Board and oversees all staff, reporting directly to the Senior Pastor.

The Elder Board is responsible for the overall direction and spiritual life of the church. Once vision and direction are established, the implementation is carried out by the pastoral staff under the leadership of the Senior and Executive Pastors.

Rockpoint CHURCH



About our community

Rockpoint Church is a vibrant, multi-generational congregation located in Lake Elmo, Minnesota—a scenic and thriving suburb just 24 miles east of Minneapolis. Nestled near the picturesque St. Croix River and surrounded by rolling farmland, Lake Elmo offers a unique blend of rural charm and suburban convenience. With a population of approximately 15,359, the city has experienced significant growth, reflecting its desirability as a place to live and work. The area boasts top-rated schools, expansive park reserves, and a strong sense of community. Rockpoint Church has been a cornerstone in this region for over 50 years, known for its dynamic worship services, commitment to multiplying disciples, and impactful ministries that resonate throughout the Twin Cities. Our modern campus is designed to foster connection and spiritual growth, making Rockpoint not just a place of worship, but a hub for community transformation.

We're located at:
5825 Kelvin Ave N
Lake Elmo, MN 55042