

OPPORTUNITY PROFILE
Preschool Ministry Assistant



ROLE SUMMARY

A part-time children's ministries staff position (up to 15 hour/week) to work alongside the Preschool Ministry Director, in preparing and leading Rockpoint's Preschool Ministries. Hours will occasionally increase during more demanding ministry events such as VBS or special family events.

QUALIFICATIONS

1. Belief in Jesus Christ and in agreement with the views and principles of Rockpoint Church, including the EFCA Statement of Faith.
2. Able to maintain confidentiality.
3. Able to respond to people in a friendly, warm, and helpful manner. Relates well to children's ministry staff, volunteers and families.
4. Organized, self starter and able to multitask.
5. Experience and competence with computer and software applications (Microsoft Office, Planning Center Online, Teams and Leadr).
6. Able to take direction as well as initiate new projects.
7. Experience working with preschoolers and volunteers in church ministry, paid or volunteer, is a plus.
8. A flexible, problem-solving approach and a heart for preschool ministry.

RESPONSIBILITIES

1. Show care and Christian concern for parents, children and volunteers.
2. Prepare teaching materials and set up classrooms Sundays and Tuesday night Cubbies ministry.
3. Purchase supplies as needed for lessons, worship bags, first-time visitor bags and classrooms.
4. Oversee weekly restocking of preschool worship bags and assembly of first-time visitor bags.
5. Maintain Approved Workman Awana Database for Cubbies including entering weekly attendance, printing weekly team lists and name badges.
6. Maintain organization and inventory of the Preschool Supply Closet and classrooms.
7. Oversee regular cleaning of classroom toys and buddy bags.
8. Help provide ministry leadership when Rockpoint Kids staff are out of town or have additional responsibilities during ministry hours.
9. Run monthly preschool birthday report, print labels and volunteer name tags.
10. Assist with Special Events outside of Sunday mornings (Family Events, VBS)
11. Participate weekly in Rockpoint Kids Team meetings.

WHAT SETS YOU APART

- Relational: Friendly, approachable, humble, and full of grace.
- Team Player: Collaborative and positively influential.
- Executor: Strong organizational and implementation skills.
- Integrity: Grounded in biblical values and sound judgment.
- Emotionally Healthy: Personally stable, accountable, and supported by healthy relationships.
- Self-Aware: Emotionally intelligent and growth-oriented.
- Christ-Centered: Committed to growing in faith and spiritual maturity.

REPORTING & COMPENSATION

- Average Hours: Up to 15 hours weekly (more as ministry demands).
- Status: Part-Time, Hourly
- Compensation: Based on experience
- Location: Rockpoint Church, Lake Elmo
- Reports to: Preschool Ministry Director, Sharon Stratton

APPLICATION PROCESS

Please submit a resume and cover letter in PDF or Word format to Sharon Stratmoen at ssratmoen@rockpoint-church.com.



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.



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*

MULTIPLYING DISCIPLES THROUGH A HEALTHY CHURCH | [ROCKPOINT.CHURCH](https://rockpoint.church)