



Job Description.

Children's Ministry

RESPONSIBILITIES

TITLE:	CHILDREN'S MINISTRY ASSISTANT
CLASSIFICATION:	Support Staff
REPORT TO:	Children's Ministry Director
HOURS:	Part-time position (12 hours/week)
COMPENSATION:	Consistent with established policies
BENEFITS:	N/A
VACATION:	Consistent with established policies

Job Purpose:

The Children's Ministry Assistant will work alongside the Children's Ministry Director, in preparing and working on all children's ministry events, including Sunday's morning Children's Church (8am and 10:45) , Nursery (8am and 10:45), and Wednesday's Night Bible Study, to facilitate effective communication to volunteers and parents, and work well with church staff team members for ministry to children birth through six grades in accordance with the mission statement of the church and children's

I. Basic Duties

1. Ensure that all classrooms are appropriately staff and adequately resourced each week.
2. Ensure that child-to-worker ratios are maintained, policies and procedures are adhered to, and volunteer teams are well supported.
3. Work with the director to provide opportunities for ongoing training and equipping.
4. Ensure that guests are welcomed (check-in).

II. Administration

1. Volunteer paperwork- ensure that applications, ministry policies records are checked and are up to date for all children's ministry volunteers.
2. Volunteer care- oversee appreciation (birthdays, encouragement cards, events, etc....).
3. Social media- regularly post events and coordinate with the marketing team to updates all platforms.
4. Special events-coordinate activities for holidays and special days (Thanksgiving, Easter, Christmas, Harvest Festival, Lock-in, Summer Camp, PNO).
5. Purchase supplies as needed and manage financial needs, such as receipts, check requests, etc. to the Finance Department for Children's Ministries activities. ?



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6. Track and maintain data required for Children's Ministry classes such as attendance records, roll sheets, background checks for volunteers
7. Prepare materials for Sunday, including computer lesson setups
8. Communicate volunteer schedules and send out lessons and reminders for teaching.
9. Prepare Check-In stations and monitor children's checks, each Sunday and assist in greeting guests as needed
10. Help with Sunday morning setups and takedowns.
11. Help recruit and lead volunteers.

III. Other Responsibilities

1. Daily time with God, exercising spiritual disciplines such as Scripture reading, prayer, worship, etc.
2. Develop ongoing accountability relationship(s) in an area such as personal purity, financial stewardship, spiritual disciplines, etc.
3. Prioritize and nurture a healthy relationship with other ministry leaders.
4. Adopt the posture of a lifelong learner, continually growing in skills, and knowledge in areas covered by the ministry description.
5. Other responsibilities as assigned.

IV. HOURS

12 hours per week – more hours are needed for special events.

Wednesday's (6:00 pm- 8:30 Pm) and Sunday (7:00 am- 10:30 am or 10:am - 12:30 pm).

QUALIFICATIONS

1. Must have a heart for children and a strong desire to see them follow hard after Jesus.
2. Must be a life-long learner, formal education in children's ministry desired.
3. Must be committed to ongoing improvement, with understanding and both strength and weakness.
4. Must have strong organizational and relational abilities consistent with ministry roles.
5. Must demonstrate initiative, creativity, and excellence in leading within the established vision.
6. Must be a ministry builder (Ephesians 4-11-12) with skills in recruiting, developing, evaluating, and encouraging volunteer leaders and teams toward the development of quality disciples.
7. Must be highly motivated and action-oriented; a strong work ethic; a get-it-done kind of person.



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8. Must be able to fulfill the responsibilities of the job and maintain a healthy personal and family life.