



CHILDREN'S MINISTRY ASSISTANT

Effective Date: October 2021

Title: Children's Ministry Assistant

Classification: Part-Time, Nonexempt

Benefits: As indicated in the Employee Handbook

General Purpose: One of Grace's highest priorities is to partner with parents and guardians to "make disciples for life" of children who will follow Jesus in every aspect of life. The Children's Ministry Assistant will focus on administrative and ministry tasks, supporting the Director of Children and Family Ministries and volunteers during regular children's ministry activities and special events.

Reports To: Director of Children and Family Ministries

Works With: Church staff, Program Coordinators, Sunday morning and Wednesday Night Superintendents, Special Needs Coordinator, Volunteers, Parents

Key Job Responsibilities:

- Gives office support and provides general administrative assistance to children's ministry
- Assists with recruiting, screening, and training new volunteers
- Assists with planning, organizing, and preparing crafts, activities, and lessons for regularly scheduled programs and special events
- Assists with setting up and tearing down rooms on all three floors, as needed
- Regularly checks the children's room to be sure there are enough supplies and properly working equipment
- Purchases supplies and equipment as needed, including researching the most cost-effective product that suits our needs
- Fills out, turns in, files, and tracks purchase orders and check requests
- Orders, prints, and organizes Sunday morning curriculum
- Manages attendance and groups within our church database and uses that information to organize and update the attendance binders regularly
- Schedules relevant social media posts
- Suggests items for the e-newsletter, bulletin, and website, and assists with requesting them
- Schedules events by obtaining accurate information and entering it into CCB
- Assists with mailings, as needed
- Other responsibilities may include ones pertaining to all staff expectations and any that the Director of Children and Family Ministries deems necessary for an organized program.

Essential Ministry Wins

- Goals and objectives are being accomplished
- Administrative support is provided in a way that is clear and timely
- Children's areas are clean, safe, friendly, and nurturing

Qualifications:

- Is a member, or willing to become a member, of Grace Presbyterian and has been involved in children's ministry
- Ability to fully embrace the vision, values, and statement of faith of Grace Presbyterian
- Committed to following the policies, procedures, and guidelines of the children's ministry while upholding the mission and vision of the children's ministry
- A healthy walk with God, and growing relationships with family, pastors, and staff, evidenced by action, attitude, and behavior
- Has a desire to see children grow in their faith and for parents to disciple their children
- Has a positive attitude and is enthusiastic for children and the children's ministry
- Strong organizational skills with extreme attention to details with an eye for excellence
- Self-starter, good at multi-tasking, and prioritizing projects
- Understands the structure of children's ministry while also maintaining flexibility
- Proficient computer skills and ability to learn new platforms
- Possessing strong interpersonal skills with the ability to maintain healthy and motivating relationship with supervisors, coworkers, and volunteers
- Valid driver's license and insurance

Review: Reviewed annually