

Position: Children's Ministry Assistant (part time, 12-15 hours a week)

Purpose

To assist the Associate Pastor of Discipleship/Adults/Children/Pastoral Care in ministering to the needs of birth – 5th grade children, parents and volunteers.

Education and Experience Needed

- A high school graduate or equivalent
- Education in Child Development would be an asset but not required
- Demonstrated commitment to Christian values and beliefs
- Experience in working with children (birth-5th grade) preferable in a church setting
- Demonstrated strong organizational and communication skills, written and digital
- Demonstrated experience with Microsoft Office products
- Experience with ACS Realm(church management software) would be an asset but not required
- Helpful spiritual gifts: administration/ruling, serving/ministry, encouragement, wisdom
- Experience handling confidential information

Job Duties

- a) Design and Manage communications for children's events. (print, social media, website, digital, electronic sign)
 - Mail to those without email as needed.
 - Send email communication as needed regarding events/new classes/promotion, etc.
 - Update bulletin boards with class/event information.
- b) Assist with planning, conducting and handling details of children's events including purchasing supplies, set up, clean up, communication with volunteers. (During these events, hours worked may vary especially during Vacation Bible School.)
- c) Observe and if needed, serve in children's classes for relationship building, teacher encouragement, behavior guidance, and safety/security guideline adherence.
- d) Coordinate paid childcare when needed and volunteers for Extended Teaching Care (Sunday AM/birth-age 5) ministries. Paid childcare would include care for birth-age 2 when Sunday PM groups meet (typically Fall/Spring sessions) and care for children birth-5th grade for choir/handbell practices (Wednesday 6-8pm) and Sunday PM Family Forums (4 times a year).
- e) Prepare a weekly report via Realm listing children absent more than 3 weeks.
- f) Monthly: Monitor expiration of background checks via Realm and reissue for updates as needed. Secure needed background checks for new youth/children volunteers.
- g) Monthly or as needed: With content input from the Associate Pastor-Discipleship, create a children's ministry newsletter to parents.
- h) Quarterly: Ensure literature for Sunday AM and other classes is distributed in a timely manner.
- i) Annually: Check all children's classroom cabinets in use by FBC-H (DC and FLC) to declutter and add supplies as needed. Usually done in August prior to promotion of children/youth.
- j) Annually and as needed: Set up rosters for new classes and attendance rolls via Realm.
- k) Maintain contact information, birthdays, etc. for children and families.
- l) Review church website for up to date children's information and submit changes as directed.
- m) Maintain signup lists for various events, trips, etc.

Accountability

- God
- Associate Pastor/Discipleship-Adults/Children/Pastoral Care
- Senior Pastor
- Personnel Team
- Church Body