



## Children's Ministry Assistant Job Description

### Position Overview

This is a part-time role, 20-24 hours per week, reporting to our Next Gen/Children's Pastor (CP). Hours for this role are flexible with Tuesdays - Thursday as the main work days. Availability Wednesday nights from 6:00-6:45pm is a plus; on occasion there is a need to work additional hours on evenings and weekends during special projects or other ministry events throughout the year.

### Mission

The mission of the Ministry Assistant (MA) is to stay five steps ahead of the Children's Pastor (CP) tracking all of the administrative details, and clearing the path for him to make his greatest contribution to our church. The Ministry Assistant will be a key asset to the CP by anticipating needs at an exceptionally high level, allowing him to develop vision and strategy for all aspects of Children's Ministry at FBC Melbourne.

While repetitive tasks are certainly part of this position, the tasks assigned can vary from week to week based on the CP's needs and the needs of the church. The most important responsibility of the Ministry Assistant is to ensure that administrative tasks and projects are completed with a high level of efficiency, confidentiality, accuracy, flexibility, and positivity, thereby supporting the initiatives of the CP.

### Responsibilities:

#### Calendar

- Reconcile church and Children's Pastor's calendars
- Set Up Appointments
  - Kids counseling
  - Interviews to onboard new volunteers
  - Next Gen Team Meetings

#### Communications

- Ads - assure important/relevant kids ministry information is published in the appropriate places
- Emails - Teacher & Parent Communication through Planning Center
- Social Media - manage important Kid's Ministry information through social media

#### Cross Ministry Support

- Provide Support to the Preschool Director and Preschool Ministry as needed
- Coordinate with the Student Ministry Assistant to better serve families
- Coordinate the follow-up of guests and absentee families

#### Curriculum

- Printing, assembling, and distributing the quarterly curriculum to Sunday School & Anchored teachers

## Responsibilities (continued)

### Events & Projects

Providing support for seasonal items like VBS, Parent/Child Dedication, Freestyle & Christmas Bash.  
Leads the registration team for VBS.

### New Believer Discipleship

Assist in making sure kids don't fall through the cracks after salvation and or baptism  
Assure that a laid-out communications process is followed

### New Volunteer Orientation

Assisting the Children's Pastor in training eligible volunteers through the New Volunteer Orientation.  
Assisting in setup and prep for the New Volunteer Orientation.

### Vision Casting

Upholding Children's Ministry values, modeling them, and keeping them in front of our volunteers

### Wednesday Night Support

Set up for the Evening  
Check-In Support - Out front greeting families, troubleshooting kiosks, assisting new families  
check in if needed

Other responsibilities as assigned by the Children's Pastor

## Proficiencies:

**Quality Communication:** The MA must be an excellent communicator, in both written and oral form. This includes proficiency in spelling, grammar, and punctuation. You must also be able to track communication (and be very responsive) across multiple channels without losing any details. Those channels could include in-person meetings, app-specific messages, text messages, and/or emails.

**High Level of Discretion:** Since our MA will regularly work with confidential information, discretion and sensitivity is a must. Team Player: In addition to working directly with the CP, the MA will also work with members of the Ministry Team and several other Pastors. They'll need to be able to collaborate and communicate well with these team members, maintaining a can-do spirit and not complaining, making excuses, or gossiping.

**Environment Creation:** The MA to the CP is a vital face of the Children's Ministry, interacting with parents, volunteers, guests, and church members. Contributing to an environment that is welcoming, gracious, and even-tempered under pressure is essential.

**Anticipating Needs:** As a part of our commitment to enabling our CP to serve our church at the top of his game, our MA will strive to anticipate needs and eliminate friction at work and home whenever possible. This means you know how to stay five steps ahead of your pastor, clearing the path for him to make his greatest contribution.

**Affinity for Technology:** Our ministry assistant will be comfortable with technology and will not be intimidated by learning new technology. Proficiency in the following tech platforms is ideal: Planning Center, Dropbox, Outlook with other elements of the Microsoft Office Suite, and iCal.