

JOB DESCRIPTION
CHILDREN'S MINISTRIES ASSISTANT
FIRST UNITED METHODIST CHURCH
LAKELAND, FLORIDA

Revised: Aug, 2023
PT / 20-25 hours
FLSA: Non Exempt, Hourly

General Qualifications:

The Children's Ministries Assistant shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ. He/she shall agree to uphold the Staff Social Covenant and Church Personnel Policies. He/she must have a thorough understanding of current office practices and use of equipment, and shall demonstrate organizational skills necessary to support the ongoing work of Children's Ministries.

Occupational Summary:

Provides administrative and ministry support to Director of Children's Ministries. Provides front line contact with congregation and community individuals requiring active problem solving, effective interpersonal skills and appropriate response and handling sensitive and confidential issues.

Reports to:

Director of Children's Ministries and Church Administrator

Work Performed:

General

- Answer phone and receive visitors to the Children's Ministries office
- Assist and work in conjunction with volunteers and paid staff
- Create and maintain reservation/registration lists for classes and events
- Edit copy and distribute materials for Children's Ministries programs and events
- Maintain database and check in system for all Children's Ministries classes and events
- Monitor status of Child Youth Protection Training and background checks for volunteers and other Children's Ministries staff
- Reserve rooms/spaces for classes/events; complete, submit and keep event set up sheets
- Other duties as directed by Ministry Director or Church Administrator

Communication

- Design and create promotional materials for internal and external communication
- Organize and prepare weekly bulletin and ENews drafts for approval and distribution
- Create content for and update and maintain all Children's Ministries social media platforms and online classrooms

- Organize, prepare and manage all mailings, emails and other correspondences including birthday cards, bi-weekly newsletter for parents, etc. as required by director.

Financial

(The following duties must follow and be performed according to established financial procedures)

- Maintain accounts' transaction detail and reconcile with monthly general ledger
- Maintain detail and reconcile online payments received
- Secure credit card receipts, maintain logs, complete and submit monthly reconciliation forms
- Prepare transmittal forms and deposits; prepare check requests as needed
- Collect and process registration and other fees

Meetings

- As directed by Ministry Director or Church Administrator

Education/Training/Licensure:

- Two-year degree or higher is preferred; Notary Public seal may be required (at church expense)

Skills:

- Mid to high level computer skills including Microsoft Office and Adobe Acrobat
- Ability and willingness to learn membership, small group tracking, and volunteer software
- Mechanical aptitude to maintain all non-IT office equipment
- Organized, detail oriented, ability to multi-task in an accurate and effective manner; low frustration and stress levels; ability to deal with interruptions and last minute changes
- Must possess ability and desire to work with staff, church members and outside vendors.
- Excellent communicator and self-starter
- Ability to seek out and develop procedures and processes that benefit the ministry areas

Essential Functions:

- Regular workplace attendance is an essential function of this position
- Must be able to occasionally lift 10 lbs. and move/slide 25 lbs.

Work Experience:

- A minimum of 2 years general office / administrative support experience is preferred.

The Staff Parish Relations Committee must approve major changes in job description