



## **CHILDREN'S MINISTRY ASSISTANT**

### **EMPLOYMENT STATUS:**

Part-time, non-exempt. Approximately 20 hours/week.  
Reports to Director of Children's Ministry

### **HOW DOES THIS POSITION "MAKE DISCIPLES WHO MAKE A DIFFERENCE"?**

This position is responsible for maintaining the systems and processes of the children's ministry that allow its many components to work together toward a single purpose. This position provides administrative support to the Director of Children's Ministry, as well as offers in-person support during events and programming.

### **PRIMARY RESPONSIBILITIES**

#### **Administrative Support**

- Preparing supply bins, curriculum, attendance rolls, and other material needs for nursery, Sunday School, Children's Church, M&M, and special events throughout the year
- Entering attendance for children's programming and events into ShelbyNext
- Developing and running Shelby reports as needed
- Completing calendar requests for Children's Ministry Events
- Organizing and maintaining supplies related to Children's Ministry
- Cataloging Children's Ministry curriculum
- Maintaining bulletin boards related to Children's Ministry
- Acts as a team-player on the church staff, assisting outside of this position's primary responsibilities when needed or as assigned

#### **Children's Event and Programming Assistance**

- Attending Sunday programming, week-night evening programming, and special events as an assisting leader
- Offering the Children's Moment during Sunday morning worship services (semi-regularly)