

# PEACEchurch

**Position:** Kids' Ministry Assistant

(Non-Exempt ~ approximately 10 hours per week, including Sunday mornings and special services)

**Reporting Relationship:**

- Reports to the Family Life Pastor
- Reports to HR Sub-Team of the Leadership Board as requested

**Overview of Major Responsibilities:**

Assist Family Life Pastor in envisioning, organizing, and implementing a high-quality children's ministry for Peace Church.

**Specific Responsibilities:**

- Organize weekly volunteer teaching schedules and confirm adult volunteers using a weekly email, including developing and implementing a plan for last-minute substitutes on Sunday morning
- Develop and implement plans to recruit new volunteers
- Prepare materials for Sunday morning classes each week, including providing lessons to teachers, preparing supplies and maintaining sign-in sheets
- Ensure that classrooms are cleaned and organized after services are over and sign in sheets collected each week
- Regularly update info on children's TV screen
- Organize and maintain Children's Ministry inventory in supply closet and classroom cabinets
- Maintain Children's Ministry credit card purchases
- Help with preparation for annual ministry events such as Vacation Bible School, Promotion Sunday, Preschool Sunday, etc.
- Establish and manage a system within the nursery for cleaning and stocking various supplies
- Create and implement volunteer appreciation plan
- Help with holiday events for kids and families

**Spiritual:**

Possess a strong faith in Christ and a clear calling to church leadership. Strive towards a personal devotional life, regular worship attendance, generosity, a dedication to personal development and a healthy lifestyle.

**Skills/Qualifications:**

- A positive attitude and spiritual growth
- Exceptional communication, organizational and relational skills
- High level of self-awareness and coachability
- Experience working with and coordinating volunteers
- Comfortable using or learning technology such as Church Community Builder, Google Documents, Online Curriculum sources etc.

**Meetings:**

- Meet weekly with supervisor
- Attend other meetings connected to children's ministry as needed

**Understandings of the Job:**

The job description is subject to review and change especially as the church grows. This position is considered probationary for 90 days after which the position may be terminated by either party upon providing a two-week notice in writing of the desire to terminate services.