

**Ministry Focus Description**

**Position**..... Children’s Ministry Assistant  
**Responsible to** ..... Children’s Ministry Director/Pastor  
**Time requirement** ..... 15 hrs/week  
**Starting** ..... September 1, 2024

**Significant relationships:**

Children’s Ministry Director

**Other important relationships:**

Kidmin Team, Children’s Ministry Volunteers, Admin Staff

**Primary Responsibility:**

*‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ Matthew 22:37-39*

**Ministry Summary:**

The Children’s Ministry Assistant, working closely with the Children’s Ministry Director/Pastor, will work toward the smooth running of Children’s Ministries through leadership, mentoring, administration, and active serving.

**Responsibilities:**

- Work with CM Director/Pastor to ensure the Sunday morning curriculum fits what is needed, modifying/replacing as needed.
- Ensure that all small group curriculum supply needs are filled.
- Ensure that all consumable supplies are in the small group rooms.
- Become proficient in Rock, including electronic check-in as needed.
- Work with CM Director/Pastor for monthly CM events. This could include planning, getting supplies and/or personnel in place.
- Work with CM Director/Pastor to complete Plan to Protect for all volunteers.
- Work with CM Director/Pastor on recruiting for CM ministries.

**Preferred Qualifications:**

- Willingness to learn.
- Has a heart for children in the church and community.
- Understands the importance of families in the spiritual formation of children.
- Organized and can work both independently and interdependently.