

Job Description for Children's Ministry Position

Title: Children's Ministry Assistant

Supervision: The Children's Ministry Assistant serves under the supervision of the Senior Pastor and Elders of Grace Community Church (under the direct supervision of the Children's Ministry Coordinator).

Position Purpose: Coordinate and execute activities and events that exemplify a Christ centered Children's Ministry.

General Description: Part-time, hourly position requires approximately 20-30 hours per week.

Qualifications:

1. Commitment to the vision of Grace Community Church.
2. Agree with the by-laws and statement of faith of Grace Community Church
3. Set an example to the flock as a disciple of Christ and exhibit His likeness in word and deed
4. Meet the requirements of a staff member based on the qualifications laid out in 1 Timothy 3 and Titus 1. Though these qualifications are specifically for elders and deacons, the qualities should be represented in all leaders/staff. (i.e. worthy of respect, sincere, not indulging in much wine, not pursuing dishonest gain, blameless, not overbearing, not quick tempered, not violent, hospitable, one who loves what is good, who is self-controlled, upright, holy, disciplined and holds to godly truths.

Expectations:

1. Ability to make sensible, timely decisions on the basis of available information for current project or issue.
2. Ability to present oneself as a professional
3. Ability to create and maintain open and direct communication with other staff, volunteers, and parents on a regular basis- Effective and timely communication (prompt emails, respectful interactions, etc.) in connecting with others in the Spirit of Christ
4. Maintain exemplary "customer service" for both members and guests
5. A teachable spirit and desire to learn new things
6. Become familiar with Subsplash Check-in system and scheduling system
7. Learn and gain proficiency with Affinity program and Gospel Project Curriculum

Specific Areas of Responsibilities and Duties:

1. Meet regularly with CMC to provide feedback on curriculum, share staff concerns/training needs, and communicate pertinent information
2. Share Sunday Morning Grace Airways duties- Stand at the desk for child recitations, lead huddle, assist with rosters, know and be confident serving in every GA volunteer positions, etc. (4.5 hours)
3. Invite potential team members to join Grace Airways, assist in the onboarding process
4. Confidence in using Subsplash: Communicate schedules to all volunteers, Reminders, Check-Ins, People, Updating website and App
5. Communicate Safety & Security policies to volunteers and families (onboarding and bi-annual trainings- May & August)
6. Provide support and assistance with Grace Airways training meetings (4 Pilot meetings, 2 trainings)
7. Printing all Flight Plans, necessary posters, Sunday take-home pages, etc. for classrooms and updating flash drives, desk materials, etc. each month
8. Communicate resource/supply needs to Children's Ministry Coordinator

To start the process, email a letter to GRACEKIDS@GRACECOMM.ORG explaining why you think you'll be a good fit for the Children's Ministry Assistant in Grace Airways as well as what makes you excited about serving in Children's ministry.