FIRST BAPTIST CHURCH FERNANDINA BEACH

Job Title: FBKids Ministry Assistant
Reports to: FBKids Pastor
Employment Status: Part-time, 15-20 paid hours per week

Job Purpose
The FBKids Ministry Assistant provides part-time administrative, organizational, and communication support for FBKids Ministry. Under the FBKids Pastor's leadership, this role helps ministry teams stay organized, supports accurate records and processes, and assists with assigned projects and events to advance FBFirst's mission and vision.

Duties and Responsibilities
- Serve as the "go-to" person for Preschool Ministries on Sunday mornings and Wednesday evenings.
- Communicate weekly to parents about upcoming events, discipleship opportunities, and weekly happenings of the church and Preschool Ministries
- Support curriculum preparation, classroom setup coordination, and ministry resource distribution as needed.
- Recruit, onboard, and train Preschool volunteers while following the onboarding process laid out in the Minor Protection Policy
- Schedule volunteers every week, ensuring that all volunteer positions have been staffed for Sunday mornings and Wednesday nights
- Provide support to the FBKids Pastor with special events such as: Daddy/Daughter Banquet, Parent/Child Dedication, and other events and ministry opportunities throughout the year
- Provide regular and on-going training for Preschool volunteers and parents of Preschoolers.
- Serve as the leader for Vacation Bible School by supporting the overall vision of VBS
- Prepare ministry materials, check-in resources, signage, labels, and classroom/event support items.
- Assist with creating an exciting and welcoming environment for each Family Ministry area.
- Other duties as assigned by the FBKids Pastor.

Qualifications
- Demonstrates a growing relationship with Jesus Christ and alignment with biblical values and leadership standards.
- Commitment to the mission, vision, and worship philosophy of FBFirst.
- Strong organizational skills with high attention to detail and follow-through.
- Ability to manage multiple projects, deadlines, schedules, and priorities in a fast-paced ministry environment.
- Strong relational and communication skills with children, students, parents, volunteers, and staff.
- Professional, dependable, flexible, and ministry-minded attitude.
- Ability to maintain confidentiality, discretion, and professionalism.
- Comfortable use of technology, databases, communication platforms, and basic office systems.
- Experience in administrative support, ministry operations, event coordination, or family ministry environments preferred.

- Ability to work collaboratively across teams and support a culture of unity and excellence.
- Willingness to support ministry events and activities that may occasionally occur outside standard office hours.

Work Schedule
Approximately 8 hours to include Sunday mornings (8am-12:30pm) and Wednesday evenings (4pm-7:30pm). Flexible, weekly work assigned hours and support approved ministry activities within the part-time schedule. The FBKids Pastor establishes priorities and work arrangements according to ministry needs and available hours.

Commitment
FBFirst prioritizes spiritual health, family, personal growth, and authentic community. Active participation in a small group, ministry, or consistent discipleship relationship is expected. Staff are encouraged to grow in their relationship with Jesus Christ and contribute to a culture of unity, accountability, and service.