

JOB TITLE: Children's Ministry Administrative Assistant
DEPARTMENT: Children's Ministry
REPORT TO: Children's Ministry Pastor
DATE REVISED: July 2026
CLASSIFICATION: Part-Time

POSITION PURPOSE:

To provide administrative support for the Children's Ministry Pastor and support the Children's ministry team. Provide leadership, administrative oversight, budget, maintenance, and organization for the program and the people serving. To fully engage in building a discipling culture within Family Ministry with emphasis on training, supporting, equipping, and recruiting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Lead in ensuring prayer is central in all ministry - praying for the ministry and with volunteers, children, and parents
- ❖ Available to shepherd, and /or disciple volunteers, parents, fellow staff as God leads
- ❖ Support administrative needs of Children's Ministry areas: Ministry Pastor, Nursery, Preschool, Elementary and AWANA.
- ❖ Lead Sunday guest services/ check in team
- ❖ Assist with coordination and execution of Children's Ministry events/classes: outreach, volunteer recruitment and appreciation, family events, milestones, etc.
- ❖ Oversee the screening of volunteers.
- ❖ Keep MP databases updated, with training as needed.

AREA SPECIFIC RESPONSIBILITIES:

- ❖ Coordinates regularly with ministry Pastor
- ❖ Ministry lead for children's guest services/check in team includes scheduling and training volunteer team and leading them on Sunday.
- ❖ Data management: Maintain ministry platform pipeline: Reducing the risk/Application/Background check
- ❖ Creates all event web links, graphics, event/room requests, social media content
- ❖ Manages the team calendar and logistical details for FM events and milestones/classes.
- ❖ Maintains children's ministry website page
- ❖ Prepares materials/supplies for milestones/classes.
- ❖ Coordinate office communication for children's ministry to CP staff and within team (meetings/agendas/minutes)
- ❖ Assist with "floating" in covering staff absences, serving in a class to prevent class closures.
- ❖ Coordinate meeting agenda, takes notes at meetings, sends out info to team
- ❖ Attend ChangePoint and Family Ministry meetings.

PRIMARY STRENGTHS/GIFTS/TALENTS REQUIRED:

- ❖ Professionalism, servant's heart, self-starter, people person.
- ❖ Desire for excellence in all tasks.
- ❖ Clear and concise communication - both oral and written.
- ❖ Attention to detail in writing (format and content).
- ❖ High level of integrity and confidentiality.
- ❖ Team contributor who can anticipate future needs.
- ❖ Ability to respond to phone calls and emails compassionately yet efficiently.
- ❖ Able to organize work, multitask, set priorities, and carry out responsibilities with minimal supervision.
- ❖ Experience utilizing Microsoft Word, Excel, PowerPoint, and Outlook.
- ❖ Able to master Ministry Platform FellowshipOne church database and maximize use of features to support the Family Ministry team.

JOB SPECIFICATIONS:

- ❖ Active member of ChangePoint.
- ❖ Strong and growing faith in Jesus Christ, recognize the Bible as the authoritative word of God, a heart set on following Him, and a track record of upward personal trajectory in character and competency
- ❖ Capable and willing to do the administrative tasks associated with Children's Ministry.
- ❖ Must maintain at least one specific, authentic, same-sex, personal discipleship relationship.
- ❖ Work week is generally Sunday through Thursday.
- ❖ Able to flex schedule as needed for events and seasonal loads

* This job description reflects general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods, or otherwise balance the workload.