



Job Description: Children's Ministries Assistant

Title: Children's Ministries Assistant

Position type: Part-time, salaried (25 hours per week)

Purpose: Provides assistance for the Children's Ministry at Cedar Bayou Grace so that CBG Kids and the children of the surrounding community are nurtured in a way that fosters their spiritual development so that they might come to know, love and follow Jesus Christ.

Qualifications:

- Proven leadership and management experience
- Deeply committed Christ-follower, expected to be or become a deeply committed Cedar Bayou Grace member
- Deep commitment to children
- Excellent organizational and goal oriented skills
- Proven ability to motivate, encourage and mentor staff
- Ability to multitask several projects at one time
- Visionary ability
- Creative thinker
- Education, child development and/or curriculum development background desirable but not required
- Excellent computer skills a must
- Knowledge of social media platforms
- Team player
- Outgoing and winsome personality a plus

Responsible to: Family Minister, Senior pastor and the SPRC

Description of duties: The responsibilities of the Children's Ministries Assistant include, but are not limited to, the following duties:

1. Responsible for assisting Family Minister in implementing Sunday morning programs for children in nursery, preschool & K-5th grades, including but not limited to:
 - Providing curriculum and resources to Sunday School leaders on a weekly basis.
 - Assemble monthly take home tools for families.
 - Recruiting, training and supporting volunteers & nursery workers.
 - Maintain substitute teacher list & schedule subs when necessary.
 - Setup & fully stock the Children's Welcome desk/Check-In station.



- Record & track attendance using systems created by Family Minister.
 - Address and send birthday cards to kids & volunteers.
 - Address and send postcards to kids who have been absent.
 - Assemble first time guest welcome bags & follow up with guests.
 - Research activity & monthly theme ideas and procure supplies well in advance.
 - Help prepare for FX: Family Experiences by gathering supplies & communicating with Team.
2. Assist Family Minister with special family events throughout the year.
 3. Maintain organized supply closets.
 4. Partner with Family Minister in general oversight of VBS and supporting VBS team in any way necessary.
 5. Responsible for sending out all printed & electronic communications of children's programs and events to parents, children, staff and volunteers.
 6. Responsible for implementing and supporting the Safe Sanctuaries Program including, but not limited to, training new volunteers and keeping necessary paperwork organized and accessible.
 7. Responsible for working effectively with Children's Ministries Committee to find innovative ways to make our children disciples of Jesus Christ.
 8. Any other duties as assigned by Family Minister or Senior Pastor.

Time requirements:

- Sunday mornings except for time away as per Personnel Policy
- Children's Ministries Committee meetings
- Attend 3 day Orange Conference in Atlanta in April.
- Church office time as needed to support job responsibilities