



This job description is a draft that includes more responsibilities than the final draft will contain. This job description will be tailored to reflect the gifts and strengths of the individual filling this role.

**Staff Member:**

**Description Date Created:** February, 2024

**Position:** Children's Ministry Assistant

**Position Status:** Part-time

**Pay Rate:**

**Supervisor:** Director of Children's Ministry

**Start Date:**

**Hours per week:** 8-10

**Attends Staff Meetings?:** Optional

**Expectations:**

- **The Children's Ministry Assistant comes alongside the Director of Children's Ministry to assist in preparing for and hosting ministries for children ages birth - 5th grade.**
- **The Children's Ministry Assistant needs to be (or become) a member of City Reformed PCA, and needs to be able to affirm our statement of faith ("Seven Points of Agreement").**
- **The Children's Ministry Assistant will directly report to the Director of Children's Ministry and participate in regular supervision meetings.**

**Responsibilities:**

1. Be present on Sunday mornings to assist in supervising Children's and Nursery ministries, including Children's Church, Nursery, and Sunday School. This could include:
  - a. Taking responsibility for overseeing one area of Sunday morning ministry
  - b. Leading and/or teaching in an area of Sunday morning ministry (examples include: teaching Children's Church and/or Sunday School classes, planning or leading Kids Worship, orienting new Nursery Disciplers, verifying teardown, etc.)
  - c. Working with the Director of Children's Ministry to find coverage for yourself when needed, and being available to provide coverage for others when needed.
2. Maintain regular communication with the Director of Children's Ministry in person or virtually
3. Complete weekly time sheet, signed off monthly by the Director of Children's Ministry
4. Assist with Children's and Nursery ministries during the week. This could include:
  - a. Administrative tasks done in church office or remotely, depending on tasks. (printing, copying, preparing materials, planning for trainings, etc.)
  - b. Assist in scheduling volunteers, communicating and following up with scheduled volunteers, and helping to find subs.
    - i. Training and use of Planning Center
  - c. Assist in planning and implementing social events.
  - d. Other responsibilities/tasks related to Children's and Nursery ministries to be determined