



PROVIDENCE CHURCH

CHILDREN'S MINISTRY ASSISTANT I Position Description

POSITION OVERVIEW I

The Children's Ministry Assistant will be instrumental in supporting the ever-growing Children's Ministry department as it fulfills and lives out the mission of Providence Church to be a community committed to "making more and better disciples."

***Ideal Candidate I** A person who is self-directed, organized and passionate about supporting Children's Ministries from behind the scenes.*

POSITION REQUIREMENTS I

- Maturing and ongoing personal relationship with Christ
- A commitment to Providence Church and desire to see it thrive in its overall mission
- A passion for children and seeing them come to know Jesus
- Organized and hard-working
- A team-minded approach to working with the Children's Ministry Director and volunteers

POSITION RESPONSIBILITIES I

Organizing and communicating weekly tasks such as:

- Attendance tracking and follow-up
- Scheduling volunteers and substitute volunteers
- Sending out reminder emails
- Working with volunteers to edit weekly curriculum
- Communicating take home information for Sunday Shoutout email and bulletin
- Stocking supplies for Sunday mornings and other Children's Ministry events
- Sharing Sunday morning duties with the Children's Ministry Director

Assisting with Seasonal Projects such as:

- Christmas
- FOCUS
- Easter
- VBS
- Summer curriculum

Ongoing administrative details such as:

- Filing volunteer paperwork
- Maintaining active records for the Child Protection Policy
- Assisting with background checks
- Keeping Family Registration up to date
- Other duties as assigned

*The Children's Ministry Assistant is accountable to the Children's Ministry Director
This is a part-time position for 12 hours per week.*

Resumes and/or questions should be submitted to juliel@providencechurch.net