

Position:	Children's Ministries Assistant
Reports to:	Director of Children's Ministries
Position provides oversight to:	Children's Ministries
Estimated time commitment:	15-20 hours/week, 46 weeks per year

Overview

The Children's Ministries Assistant will provide leadership and administrative support, under the direction of the Director of Children's Ministries, to all ministries at Grace Point which are directed to the spiritual development and Christian education of children.

Key Responsibilities

- Registration System:** InSync registration system set up, maintenance, and programming
- Communication:** Update mailing lists, prepare birthday cards, and assist with all communication to parents and church family
- Nursery:** Leadership of nursery team, scheduling of volunteers, and maintenance of nursery
- Registration Teams:** Leadership and training of registration team, scheduling of volunteers, and maintenance/organization of registration area
- Preparation of Materials:** Photocopying and preparation of materials for all children's ministries including the preparation of buckets for leaders each week
- Purchasing:** GraceKidz and AWANA supplies, in addition to purchasing for special events
- Programming:** Lead GraceKidz two Sundays a month. Assist with AWANA weekly.
- Environment:** maintain an organized and physically inviting environment for children and leaders
- Planning:** participate in visioning and ministry development as part of the GraceKidz staff
- General Assistance:** Provide assistance as needed to the Pastor of Children's Ministries
- Please see the attached addendum for the specific breakdown of roles.

Qualifications

- A passion for and commitment to the leadership of Jesus Christ and the application of Scripture
- Enthusiastically align with the mission, vision, values, and doctrinal statement of GPC
- Computer proficient, strong administrative skills, attentive to detail
- Excellent communicator with strong interpersonal skills
- Experience in teaching children
- Experience in administration of volunteers
- Pleasant personality and desire to work with people
- Conscientious, trustworthy, accurate, organized, reliable
- Capable of managing numerous duties confidently and independently
- Self-directed, creative, and flexible in response to ministry demands

Key Attributes

- Highly organized, proactive, and able to multi-task and prioritize efficiently
- Friendly demeanor
- Teachable
- Able to present a positive reflection of the GPC community
- Committed to improvement, seeks constructive feedback, and understands own strengths and weaknesses
- Team player - implements basic principles of mutual respect, consideration, and cooperation
- Keeps current and complies with applicable policies and procedures, practices, and regulations

