

**Title:** Children's Ministries Assistant

**Line of Accountability:** Accountable to the Children's Pastor.

**General Purpose:** Help lead and facilitate oversight of the Children's Ministry.

**Qualifications:**

1. Can loyally support the vision, philosophy, and ministry of both the Senior Pastor and Children's Pastor.
2. Can serve on a team and support the vision of the children's department and church as a whole.
3. Can motivate, recruit and equip leaders to serve in the Children's department.
4. Has a heartfelt burden for children and families and is deeply concerned with their spiritual welfare, development and safety.
5. Has the ability to communicate with volunteers and can effectively motivate them in service to the Lord.
6. Is organized and can manage multiple volunteer schedules made up of a large number of volunteers.
7. Has the ability and the desire to train directly under the Children's Pastore to teach the Large Group Lesson to any age group (age 3- Grade 5)
8. Has proven him or herself in successful ministry, staff relations and teamwork.
9. Is a self-starter and can promptly follow through with assignments given by the Children's Pastor.
10. Is a strategic thinker capable of thinking through the details of a plan, organizing their work and requires little or no supervision.
11. Has the ability to achieve multiple tasks at one time in coordinating the administrative efforts of the children's department.
12. Has a working knowledge, familiarity, and experience with computers, the internet, Microsoft Office, and other common software programs.
13. Can support the Children's Pastor in budget monitoring and tracking.
14. Is interested in developing as a Christian leader in the body of Christ.

**Duties General:**

- Support all ministries as they relate to the children's department.
- Give supervision to Saturday and Sunday children's service and classes
- Participate in the Children's ministry team building process
- Help create a ministry atmosphere in every area of TCI Kids
- Cross train in all Children's ministry departments: (*Nursery, Early Childhood, Kids church, Kids Hospitality*)
- Anything assigned by the children's Pastor

**Duties Specific:**

1. **CHILDREN'S MINISTRIES:** Serve as support staff for children's ministry 0-5<sup>th</sup> grade with an emphasis on Elementary. This position will assist in the weekly children's ministry services as follows.
  - a. Oversee volunteers for TCI Kids in all three weekend services.
  - b. Attend one adult service per week. (PAID)
  - c. Attend weekly children's ministry staff meetings
  - d. Attend Wednesday All-Staff Prayer and Praise at 9am
  - e. Organize the curriculum to be presented to the Preschool classes
  - f. Teaching Large Group Lessons to Preschool and Elementary Age children in the weekend services as needed
  - g. Recruit & train leaders for "Parents Night Out."
  - h. Properly staff all aspects of the "Parents Night Out" events.
  - i. Maintain registration for "Parents Night Out."
  - j. Attend and help direct "Parent's Night Out."
  - k. Help plan and direct/teach First Wednesday Services on the first Wednesday of the month
  - l. Recruit & train leaders for First Wednesday Services
  - m. Properly staff all aspects of the First Wednesday Services.
  - n. Order and distribute approved curriculum.
    - i. Prepare Worship songs
    - ii. Prepare curriculum supplies.
    - iii. Prepare Craft supplies
  
2. **Office Duties:** Support the children's ministry department with office duties and general ministry tasks:
  - a. **Administrative support:** Assist with office duties and general ministry tasks within the framework of church policy.
    - i. **Communications:** Assist with follow up: through email, phone calls, letters and postcards.
      1. New volunteers
      2. New families
      3. Families that have missed 3x's or more consecutively
    - ii. **Calendar:** Help keep the children's ministry and children's Pastors calendar updated and accurate.
    - iii. **Cards:** Send monthly birthday cards to kids and leaders
    - iv. **Newsletters:** Assist with sending short weekly / monthly parent leader newsletters
    - v. **Tracking:** Keeping weekly attendance records for all children's service and activates.
    - vi. **Reporting:** Submitting weekly reports to the Children's Pastor to keep him informed on progress with directives, ministry needs, involvement and dashboard tracking.
    - vii. **Screening:** Screening workers and making sure background checks are done with ALL volunteers working with minors.

- viii. **Promotion:** help promote events and assist in creating a greater awareness of children’s ministries in the church through the use of text casting, video announcements, website, social media and email.
    - ix. **Supplies:** Ordering supplies and processing invoices for TCI Kids services and curriculum.
  - b. **Budget:** Supporting Children’s Pastor with the Children’s Ministry budget
    - i. **Monthly Credit Card Reconciliation:** Keep track of receipts.
    - ii. **Budget Tracking:** Keep a record on Excel using the template provided by finance to track monies spent.
  - c. **Volunteer development:** Actively participate in the Children’s ministry volunteer process. Help:
    - i. Identifying potential volunteers
    - ii. On-board new volunteers
    - iii. Train new volunteers
    - iv. Equip new volunteers
  - d. **Planning Center:** Create and maintain a volunteer schedule and Service Plan for The Reef (1<sup>st</sup> grade- 5<sup>th</sup> grade) and the Preschool classes. This is to be done monthly before the beginning of each month.
    - i. **Lesson Plans:** Assist with creating lesson plans for Preschool classes. This is to be done monthly before the beginning of each month.
    - ii. **Volunteer Entry:** Enter new volunteer’s information as soon as background checks are completed and cleared. Add them to correct service and age group.
    - iii. **Visitor Entry:** Enter visitor information from visitor sheets. This needs to be done the week after they visit. Make sure all information is available and entered.
    - iv. **Facility usage:** Planning Center Resources
  - e. **Event planning:** Assist with planning and implementation of children’s events and outreaches.
  - f. **Ministry consciousness:** Help create a Children’s Ministry consciousness within the church.
- 3. **Work Schedule:** Give direct oversight to all ministries birth through 5 year olds during regular service times, while supporting the vision and values of the entire children’s ministry. The total office hours are 23.5. Office Days are flexible. Choice between Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday. Wednesday is a mandatory work day. The total service hours are 12.5 + 4 floating hours **for a total of 40 hours per week.** The scheduled hours are as follows:
  - **Office Day:** 8:00 a.m. – 4:00 p.m. (8 hrs.)
  - **Office Day:** 8:00 a.m. – 4:00 p.m. (8 hrs.)
  - 6:00 p.m. – 8:30 p.m. (2.5 hrs.) **Only on First Wednesday**

**Services**

- **Office Day:** 8:00 a.m. – 3:30 p.m. (7.5 hrs.)
- **Saturday:** 4:00 p.m. – 9:00 p.m. (5 hrs.)
- **Sunday:** 8:00 a.m. – 1:00 p.m. (5 hrs.)
- **Floating hours:** 4

**This position is only authorized to work 40 hours per week following the above schedule. No changes can be made without prior authorization from the Children’s Pastor.**

**Any additional hours must first be approved in writing by the Children’s Pastor.**

**Guidelines / Expectations:**

- **Communication:** maintain an open and honest line of communication with the children’s Pastor through weekly staff meetings and reporting. This would include submitting meeting agenda’s before meetings, tracking reports and attendance records to keep the Children’s Pastor informed.
- **Work Ethic:** Maintain a dependable and responsible work ethic that is an example to the staff and church body through:
  - a. **Office Hours:** Keeping good office hours and being a good steward of your time.
  - b. **Church Funds:** Being a good steward of the funds the church provides for the children’s ministry.
  - c. **Church Services:** Arrive early and prepared for church services.
- **Church Policies:** All church policies outlined in the Employee handbook and Policy and procedures manuals should be followed in addition to what is outlined in the ministry specific job description.