

## Children's Ministry Assistant, Job Description

### Bethany Presbyterian Church

Purpose: The CMA will support the Minister to Children and Families (MCF) in helping Bethany's children grow in their knowledge of and love for Jesus Christ. The person will serve in leadership roles behind the scenes as well as on Sunday mornings; praying for and serving the children, their families, and leaders.

Hours: the CMA will work 12 hours a week; and will meet monthly with the MCF for supervision, training, prayer and visioning.

Reports to : The Minister of Children and Families

Pay: \$15.25 an hour

Specific responsibilities:

- 1) Help plan, implement and clean up CFM special events ( Welcome Advent, Easter Celebration, Epiphany Celebration, Congregational Meeting kids program, VBC, Families Serving Together, Christmas Eve etc.) Purchase wreath forms, candles and floral pins for Advent event.
- 2) Oversee Sunday mornings in MCF's absence 6 times a year (be a welcoming presence, unlock doors, troubleshoot problems, answer questions)
- 3) Assist MCF in fall recruitment and kick off; and teacher appreciation events
- 4) Be the Department Coordinator for one of the 14 CM teams (includes attending Children's Ministry Leadership team meetings once every two months)
- 5) Buy (and put into rooms and 205) all snacks supplies (goldfish, cups and filters)
- 6) Be staff resource person at 10:45 service twice a month, and recruit & train someone for a third Sunday.
- 7) Create year round coloring sheets for Puffins room.
- 8) Put out Godly Play stories eight days ahead; make any "material adjustments" needed. Keep stories well supplied and in good shape. Support GP leaders.
- 9) Create quarterly bulletin boards for outside the classrooms and the two on the stairway.
- 10) Assist with TN clothing drives.
- 11) Obtain two childcare workers for Children's Ministry Leadership Team meetings (and other events occasionally)
- 12) Encourage MS, HS and college students to be involved in Children's Ministries.
- 13) Collaborate with the MCF about children, leaders, programs, vision, challenges.
- 14) Pray regularly for the children, families and volunteers!

Qualifications: a faithful servant with a teachable spirit; enjoyment of and gifts with children; ability to be a self- starter; strong organizational and communication skills; ability to work well with all ages of adults/youth as well as children; leadership skills, team player.

12/29/17