

Children's Ministry Assistant

General Office Duties:

- o Provide general administrative help including but not limited to: scheduling appointments and meetings, filling out forms, making copies, running errands, returning phone calls, emails and writing letters and other correspondence as requested. Process purchase orders and check requests.
- o Maintain Children's Ministry office supplies and organization.
- o Edit assigned ministry web pages and calendars.
- o Ministry Liaison Assistance – assist Director with correspondence and scheduling of assigned ministries.

· **Department Needs:**

- o Maintain database information for our families and children.
- o Maintain classrooms – supplies and organization.
- o Maintain Children's Ministry Resource Room – supplies and organization.
- o Maintain Sunday School curriculum and assist with sorting, organization, and distribution as needed.
- o Special Events – Help with such events as VBS, Festivals, Parent Resource Night, and other events as needed
- o Process new volunteer applications and background checks.

· **Hours Of Availability:**

- o Available to work two Sundays per month or as needed.
- o hours to be negotiated.

· **Additional Responsibilities:**

- o Attend all required staff meetings
- o Assume responsibilities within Children's Ministries on Sunday mornings
- o Keep regular office hours (as much as possible).

Qualifications:

· **Character:**

- o A Christ honoring life marked by personal holiness, prayer, bible study, spiritual and emotional maturity and increasing dependence on the Holy Spirit (Titus 1:6-9, 1 Timothy 3:1-7).
- o A person with a concern for the lost and a passion for reaching children for Jesus.
- o Unquestionable integrity specifically in areas of handling finances, relationships and time management.
- o A man/woman with a spirit of submission, eagerness, flexibility, a teachable spirit and a sense of humor!

· **Competency:**

- o Able to take direction from leadership.
- o Solid computer skills
- o Able to learn and effectively use the church database system.
- o Willingness to work within a flexible schedule.
- o Effectively communicates with and relates to people of all ages.
- o Takes personal initiative in learning.

· **Convictions:**

- o In full agreement with Grace Bible Church's Statement of Faith
- o Supportive of the structure and leadership of Grace Bible Church
- o Passionate about seeing others succeed.
- o Strives for excellence in all work duties.

