

**Job Description for**  
**Children's Ministry Assistant- Sunday Morning & Supplies Lead**

**Non-Exempt 20 hours per week**

The position of Children's Ministry Assistant is part-time. This position reports to the Minister for Children & Families. The main responsibility of the Children's Ministry Assistant is to support the full time Minister for Children & Families in all aspects of the Children's Ministry program.

The position's tasks include but are not limited to:

- Attend regularly scheduled children's ministry programming to supervise, coordinate and provide support to volunteers, children, and families. Regularly scheduled programming to include **Sundays 7:45am-12:00pm (all year); 5:00 pm-8:00 pm (September-May); Wednesdays 5:30 pm-8:00 pm (all year).**

Coordinate and supervise Sunday morning operations:

- Oversee set-up for Sunday morning operations.
- Greet volunteers, children and parents at Mount Vernon Kids Desk on Sunday mornings. Assist volunteers and parents with check-in at kiosks or visitor's check-in.
- Assist staff, volunteer teachers and front desk volunteers before, during and after programming to ensure efficient and smooth operations.
- Substitute teach in classes when needed.
- Manage teacher tracker and prepare teacher chart for Sunday morning volunteer line-up.
- Initiate background checks for all volunteers.
- Schedule substitutes as needed for Sunday School.
- Respond to phone calls and emails in a timely fashion.
- Coordinate room set up for Sunday mornings
- Work with Minister for Children and Families, Communications Director and families on Parent-child Dedications

Coordinate purchasing and supplies

- Manage and submit disbursement forms and monthly credit card statements.

- Order and distribute curriculum, supplies, snacks, etc. for Sunday morning programming.
- Maintain and organize Children's Ministry work room.

#### Weekly Evening Programming Support

- Participate in PreJAM and Awana weekly and assist Children's Ministry team throughout set up, programming, and clean up.
- Coordinate Awana secretary team to maintain Awana record-keeping database and award system. Communicate supply needs to Children's Ministry team.
- Attend monthly Children's Partnership Committee meeting and follow-up on tasks assigned.

#### Special Event Support

- Actively participate in yearly event planning to set Children's Ministry calendar and follow-up on logistics of each event with minister on weekly basis.
- Vacation Bible School Curriculum, Supplies and Prep Director- Maintain records and coordinate the purchase, disbursement, and preparation needed in all areas of Vacation Bible School. Communicate purchasing, supply, and prep needs with VBS Leadership Team.
- Participate in Children's Ministry Special Events and assist Children's Ministry team throughout set up, event, and clean up.
- Other tasks and duties as assigned.

The week prior to VBS and the week of VBS will require additional hours. The additional hours vary but can result in 10-20 hours over the scheduled 20 hours/week. This time is always planned and approved by the Minister for Children & Families before the hours are worked.

#### Qualifications:

- A committed Christian with beliefs and practices compatible with those of Mount Vernon Baptist Church.
- Ability to communicate clearly and effectively with Children's Ministry staff, volunteers, and families.
- Ability to utilize technology to maintain organized records and reports.
- A passion for teaching and leading all children, proclaiming the Gospel and nurturing spiritual growth and leadership development.
- Preferred: Two years or more experience working with children in a school or church setting.