



Job Description for
Children's Ministry Assistant
Created February 2022

General Details:

- **Part-time:** 12 hours/week (includes Wednesday evening and Sunday mornings)
- **Reports to:** Children's Ministry Director
- **Pay Scale:** will be reviewed and determined by the Finance Committee—who will receive input from the supervisor(s) mentioned above—heading into each new budget year

General Summary of Role:

This person will help give oversight to the administrative and organizational dimension of our ministry to children.

Essential Responsibilities:

What follows are the essential responsibilities of the individual in this position.

- To meet weekly with the CCC staff, and the CM Director
- To oversee the practical steps of vetting and onboarding of new CM volunteers
- To distribute curriculum to CM volunteers, and resource sheets to parents
- To track attendance in CM programs, and follow-up with guests
- To train and coordinate volunteers who serve: a) at the CMC, b) in our nurseries, and c) in childcare venues (e.g. prayer mtgs)
- To ensure that classrooms are cleaned, stocked, and prepared for ministry programs each week

Qualifications and/or Expectations Regarding “Personal” Life:

- Faith in Christ
- Member of CCC
- Demonstration of godly character
- Spiritual Gifts: administration and service
- Educational Level: minimum of high school diploma (or equivalent)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____