

Job Description

Position: Kids Ministry Assistant

Classification: Part Time, Non-Exempt (28 hrs/wk)

Primary Reporting Relationship: Lead Kids Minister

Secondary Reporting Relationships: Preschool Minister

Direct Reports: None

Ministry Area: Ministry Staff, Generational Team

Interfaces: Church, school, and preschool staff members, volunteers, and other stakeholders as identified and appropriate.

Our Vision: To saturate the 4B Area with the gospel by restoring people, families, and churches. *(The 4B Area refers to the geographic area of Southeast Houston from the Beltway to the Beach and the Bay to Brazoria County.)*

Profile: Our organization has a culture led by a collaborative and cohesive team that is dedicated to accomplishing our vision while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

Job Purpose: This individual will support the Lead Kids Minister and Preschool Minister as they work to ensure the vision of the Kids Ministry (KidMin) is implemented to serve God through the vision and mission of Bay Area Church.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Be a committed and active member of Bay Area Church

Major Responsibilities:

- Provide administrative assistance and support to the Lead Kids Minister and Preschool Minister
- Help to create a warm, friendly, and enthusiastic environment for children and their families
- Serve on Sunday mornings and Wednesday (Midweek) nights at the KidMin welcome desks
- Facilitate connection and next step opportunities with potential new members and first time guests on Sunday mornings at the KidMin Welcome Desk
- Assist volunteers, guests, and staff with needs that arise on Sunday mornings.
- Assist with planning and conducting special projects, events, and activities for KidMin
- Assist with preparation of training events and materials for volunteers
- Coordinate purchasing of materials and supplies for the ministry with prior approval from Lead Kids Minister
- Provide event management and support, especially for larger events like VBS, Easter Jam, Jingle Jam, and camps
- Maintain a current expense sheet and submit purchase orders with appropriate receipts and documentation
- Prepare the weekly KidMin attendance records for Sunday mornings and Wednesday nights
- Ensure the attendance records, family contact information, and class rosters are accurately and consistently entered and tracked in the HUB church database software (CCB)
- Provide weekly vitals report and keep statistics organized, accurate, and current for trend analysis
- Assist in managing the HUB database as it pertains to communications, calendaring, and room/resource requests

- Assist the KidMin Resource Coordinator to ensure curriculum materials are prepared and organized for Sunday mornings and special events
- Create KidMin welcome packs for new families and assist in contacting and welcoming new guests to KidMin
- Assist with coordinating volunteers and ensuring required background screening forms have been completed prior to serving in KidMin
- Collaborate proactively with HR to ensure required volunteer background screenings are updated ahead of expiration and the new screening dates are entered in the HUB
- Assist with ministry communications via email, social media, announcements, and bulletins as directed
- Attend weekly Ministry Staff Meetings and Generation Team (G-Team) Meetings
- Attend any necessary meetings as assigned (planning meetings, All Staff, admin meetings, etc.)
- Work as a cooperative member of the administrative team as coordinated by the Executive Pastoral Assistant
- Support the Lead Kids Minister in other duties assigned

Required Skills and Abilities:

- Demonstrates strong multi-generational interpersonal skills and maintains a professional and friendly demeanor
- Possesses excellent organizational skills and is capable of managing time efficiently
- Can demonstrate ability to multitask effectively with attention to detail
- Demonstrates ability to think creatively
- Exhibits ability to maintain composure in stressful situations / interactions
- Possesses basic computer skills and knowledge of word processing programs (Microsoft Word, Excel, PowerPoint, and Google Drive)
- Is familiar with basic office equipment (multi-line phones, fax machines, and scanners)
- Demonstrates strong writing and editing capability
- Possesses excellent phone etiquette
- Communicates clearly and effectively
- Can maintain a high degree of confidentiality
- Must be able to work effectively across multiple departments and demonstrate active cooperation on a campus that shares facilities with a Christian School of 800+ students, to include a cooperative spirit with supervisors, department team members, co-workers, and volunteers
- Willingness to become an active member, or maintain active membership, of Bay Area Church

Education and Experience:

- High school diploma or GED is required; preference will be given to candidates who have completed some college coursework
- 2+ years of previous experience in an office environment preferred

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical activity will also involve: stooping, kneeling,

crouching, reaching, standing, walking, pushing, pulling, and lifting. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the position of **Kids Ministry Assistant**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print)_____

Date_____

Employee Signature_____