



TITLE OF POSITION: CHILDREN'S MINISTRY ASSISTANT

REPORTS TO: Children's Ministry Director

POSITION TYPE: Part Time, hourly, 29 hours per week

PURPOSE OF THIS POSITION: Assists the Preschool and Elementary Coordinators with prep for weekend gatherings and Children's Ministry events.

RESPONSIBILITIES: This position's responsibilities include, but are not limited to:

Weekday Responsibilities:

- Follows up with volunteers from past Sunday
- Informs Coordinators of volunteer feedback from Sunday
- Preps curriculum with Mid-Week Prep volunteers, ensuring it is ready for Sunday morning.
 - Prints/copies all materials
 - Shops for supplies
 - Preps, cuts, organizes all supplies
- Ensures all spaces are well stocked and clean each week and shops for those supplies
- Keeps all forms up to date and posted within database
- Meets with CM team to plan upcoming events and support one another
- Work with Coordinators on weekly tasks for Sunday
- Help with bin prep for Preschool and Elementary

Weekend Responsibilities:

- Coordinates and distributes all event promotional items needed
- Gathers Facebook pictures and info from the gatherings to post
- Assist Coordinators in Sunday needs
- Recruits for Children's Ministry volunteers
- Help volunteers in rooms when needed
- Prepares environment for volunteers and children
- Assist team over all with Sunday Gatherings
 - Ensures volunteers report to assigned rooms
 - Ensures all volunteers follow the policies and procedures
 - Directs families and children to the appropriate environments
 - Manages child to volunteer ratios
- Ensures all areas are clean and safe at the end of each Gathering
- Assists Coordinators with volunteer meetings

Other Responsibilities:

- Oversees upkeep and cleanliness of Slash Zone play area
- Attend and prepare for Children's Ministry events
- Attend All Staff required events

PRIMARY STRENGTHS/GIFTS/TALENTS/SKILLS REQUIRED:

- Build Relationships: Uses appropriate interpersonal skills to work effectively with others on team and within staff; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Demonstrates good written, oral, and listening skills
- Planning and Organizing: Establishes appropriate procedures to complete work efficiently and effectively.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Has a huge heart for children.
- Enthusiastically embraces God's vision for Bay Area Student Ministry
- Teachable and approachable
- Strong organizational skills and excellent attention to details
- Agrees with BACC Statement of Beliefs, Position Papers and meets all Ministry Partner requirements
- Attends BACC or is willing to begin attending