



## ***CHILDREN'S MINISTRY ASSISTANT***

### **PRIMARY ROLES AND RESPONSIBILITIES:**

- **LEAD IN A WAY THAT POINTS OTHERS TO CHRIST** (Take on the several different roles to help achieve the mission. This can include leading worship, running tech, teaching lessons, leading crafts or games, overseeing events, building relationships with children and parents, and other administrative opportunities.)
- **BE INTENTIONALLY ENGAGED WITH STUDENTS** (Wesley Kids staff should give children and the planned lesson and activities their full focus and attention during programs.)
- **BE ENTHUSIASTIC, ENERGETIC AND POSITIVELY ENGAGED WITH STUDENTS** (Welcome kids into a fun environment that demonstrates Christ's love. Working with students can be tiring, and there can be times where it is challenging. As leaders, we have the opportunity to set the tone. Make all interactions with students positive and encouraging.)
- **FOSTER A SOLID FOUNDATION OF VOLUNTEERS** (Organize, recruit, motivate and build relationships with ministry volunteers. Build community and shared vision for Wesley Kids Ministries among our team of volunteers.)
- **ASSIST IN CHILDREN'S AND FAMILY EVENTS** (Aid in the planning, preparation, and execution of various events throughout the year.)

- **TAKE INITIATIVE IN BACKGROUND TASKS** (The Children's Ministry Assistant should look for opportunities to aid in set-up/cleanup for events, shopping for supplies, general organizational and administrative tasks while also assisting in coordinating volunteers to help with similar tasks when appropriate.)
- **BE DEDICATED TO EXCELLENCE** (Everything the Children's Department does is for the purpose of promoting our church wide mission. Every aspect of the ministry needs to be of excellence - each element of ministry combines to form the programming for the ministry. Excellence should also extend into the general function of the Assistant Director - including, but not limited to - being punctual and on-time for all events, fulfilling all Safe Gathering duties, being reliable to complete all tasks, etc.)
- **OTHER DUTIES AS ASSIGNED**

**Hours:** 15-20hrs/Week (*\*Schedule fluctuates based upon programming*)

*COULD BE SPLIT 10/HRS EACH BETWEEN TWO STAFF*

**Reports To:** Children's Director, Joanna Scott