

Children's Ministry Administrative Assistant

Job Title: Children's Ministry Administrative Assistant
Department: Children's Ministry
Reports to: Children's Ministry Pastor
Status/Hours: Full Time – 30 hours

POSITION SUMMARY

The Children's Ministry Administrative Assistant supports the mission of First Church to be a community of unfinished people being equipped to share the hope of Jesus in a broken world by providing organizational and administrative leadership that enables effective children's ministry. This position ensures the smooth operation of all children's ministry programs by managing communication systems, volunteer coordination, data integrity, and event logistics, helping create a safe, welcoming, and spiritually nurturing environment where children and families can grow as disciples of Jesus.

ESSENTIAL JOB RESPONSIBILITIES

- Sunday Kids' Services
 - Assist Children's Pastor and Children's Ministry Associate in meeting volunteer needs during services
 - Upload videos & other media and service playlists in ProPresenter for preschool, elementary and preteen classes
 - Monitor, order and organize supplies for check in, classrooms and events
 - Train Welcome Team on how to troubleshoot issues
 - Set up classrooms, TV's, and worship space before programs
 - Following services, ensure all supplies are put away and areas are cleared
 - Ensure compliance with church safety and child protection policies
- Office Administration
 - Coordinate volunteer scheduling and classroom assignments
 - Maintain Children's Ministry webpage as the central resource for families to find activities, sign-ups, and other resources with direction from Children's Ministry Pastor
 - Track ministry attendance, registrations, and reporting metrics
 - Maintain accurate child, family, and volunteer records in Rock
 - Prepare weekly classroom materials and curriculum packets
 - Draft and distribute parent communications (email, text, print)
 - Prepare and send birthday cards to volunteers and children

- Assist with planning and execution of special events (Summer Blast, holiday programs, etc)
- Coordinate purchasing of ministry supplies while assisting with budget administration, including receipt management, expense tracking, and spending requests
- Maintain the Children's Ministry calendar and work with Communications Team to ensure all events are promoted in a timely manner
- Manage all Children's Ministry social media platforms, including creating content, publishing posts, monitoring engagement, and responding to messages and inquiries
- Attend staff meetings, staff chapel, and Children's Ministry team meetings

POSITION QUALIFICATION REQUIREMENTS

Spiritual Gifts Helpful For This Position

- Administration
- Helps
- Service
- Hospitality
- Encouragement

Character Traits Needed For This Position

- Dependable and trustworthy
- Detail-oriented
- Warm and approachable
- Spiritually Mature
- Flexible and adaptable
- Self-motivated
- Team-oriented

Necessary Skills and Attributes

- Strong organizational and time management skills
- Clear written and verbal communication
- Proficiency in Microsoft Office
- Ability to learn church management software
- Ability to handle confidential information with discretion
- Strong problem-solving skills
- Ability to multitask in a fast-paced ministry environment

Preferred Education and Experience

- Bachelor's degree preferred
- 3–5 years of administrative experience preferred
- Experience working in a church or children's ministry environment preferred