
Children's Ministry Assistant

Job description

Position Title: Children's Ministry Assistant

Purpose: To support the Director of Children's Ministry in the day-to-day ministry to children (K-4 through 5th grade) and families of Redeemer Church, carrying out the weekly administration, communication, and in-room responsibilities that keep Children's Church, Sunday School, and Upside Down running well.

Reports to: Pastor of Congregational Care

Works closely with: Director of Children's Ministry; Children & Youth Committee

Qualifications

1. **Christian Commitment/Character:** Possesses a vibrant, growing relationship with Christ as evidenced in the fruit of the Spirit and repentance in his or her life.
2. **Loves Children:** Has a passion for children and the relational gifts to interact winsomely with them. A particular call to minister to children outside of the covenant community is required.
3. **Education/Experience:** Experience working with children (teaching, childcare, camp, or ministry) is preferred, but not required for the right candidate.
4. **Character/Gifts/Skills:**
 - Self-starter / self-motivated
 - Desire and ability to work as part of a team
 - Strong interpersonal skills (engaging and equipping Redeemer's children, parents, and volunteers)
 - Comfortable with basic administrative tools (email, Breeze, spreadsheets) and able to keep up with weekly deadlines
 - Ability to assist with administration (events, volunteer coordination, curriculum, etc.)
5. **Multi-Ethnic Ministry Heart:** Experience working in a multi-ethnic, diverse environment and desire to build ministry that intentionally includes children and families from different racial and socio-economic cultures.

Responsibilities

Weekly

- **Sunday School teachers:** lesson info and a confirmation they are serving, due by Thursday.
- **Upside Down leaders:** lesson info and a confirmation they'll be there, due by Monday.
- **Attendance:** input attendance for both Upside Down and Sunday School. Make sure parents, contact numbers, and emails are on file for every new child. Enter visitor and participant information accurately into Breeze.

Monthly

- **To parents:** a message about upcoming events.
- **Topics:** share what's being taught in both Sunday School and Upside Down.

Sunday Mornings & Ongoing Duties

- Sunday School superintendent: greet parents and kids, show visitors to class, serve as hall monitor, and help teachers with supplies or behavior issues.
- Keep the school supply room stocked and organized, with volunteer help.
- Order and distribute curriculum
- Assist in efforts to recruit, train, and coordinate volunteers.

Special Events

- Assist the Director in the execution of events (VBS, KWAM, Summer Camp, The Redeemer's Ball, Parent Engagement Nights) through admin support and attendance.

Teaching

- If gifted and called to teach, the Assistant will be equipped and given opportunities to teach at Upside Down, in Sunday School, and for chapel at The Redeemer's School (opportunity, not a requirement).

Regular Team Meetings

- Children's ministry team meetings & Staff meetings

Family Ministry Vision

Growing in truly knowing our families, not just ministering to the kids, but caring for whole families by welcoming them into Redeemer. Creative partnership with The Redeemer's School (TRS) in ministering to parents.

Time & Compensation

- Part-time, 15 hours a week.
- **Compensation:** \$16 / hour (\$12,500 / year)

Questions about this description? Zack Owens · zowens@redeemerjackson.com