



Kids Ministry Associate Position Description

Reports to: Minister, Kids & Women

Hours: Full-Time

Position Concept: The Kids Ministry Associate is crucial in supporting and assisting the Kids Minister and team in overseeing various aspects of a comprehensive Kids Ministry. This role involves administrative, educational, and ministry responsibilities focused on the spiritual growth, education, and well-being of kids and families within the church.

Qualifications:

1. A strong passion for working with kids.
2. A commitment to nurturing the spiritual growth and discipleship of kids and families.
3. An extreme attention to detail with an eye for excellence.
4. A team player, open to learning and growing within the ministry.
5. Excellent organizational and interpersonal skills
6. A self-starter, good at multi-tasking, organizing, and prioritizing projects.

Ministry Responsibilities:

1. Collaborate with the Kids Minister and other ministry staff to integrate Kids Ministry with the broader church vision and goals.
2. Assists in developing, planning, leadership, and implementing Kids Ministry and family discipleship programs, including weekly services, special events, camps, and other outreach activities.
3. Assists in recruiting and training adult leadership, developing curriculum, and performing teaching responsibilities as necessary.
4. Builds relationships with kids and their families, fostering a welcoming and nurturing environment within the Kids Ministry and through regular communication with families.
5. Attends all events and camps related to the Kids Ministry, birth to 5th grade, serving as a leader and facilitator of all Kids Ministry events.
6. Other duties assigned by the Kids Minister.

Administrative Responsibilities:

1. Assists with maintaining Kids Ministry financial items, such as budgets, check requests, receipts, credit card accounts, and expense reports.
2. Assists with maintaining records and attendance for programming and activities.
3. Coordinates communication items for all Kids Ministry events and submits to appropriate staff for inclusion in church-wide communication.
4. Helps to create promotional material for the Kid's Ministry.
5. Attends any meetings/trainings as requested by the Kids Minister or other staff.
6. Inform the Kids Minister of any needs arising in the Kids Ministry.
7. Other duties assigned by the Kids Minister.