

Ministry Assistant - Children's Ministry

Full-time Employee. Salary. Exempt.

Purpose

Bringing up children in the Christian faith is a vital ministry at Cornerstone Baptist Church. The Ministry Assistant to Children primarily provides organizational assistance for the Children Ministry, including preschool and grade-school ministries, by working with the Children's Pastor and the Next Generation Team to support the overall ministry.

Directly Supervised By Associate Pastor of Children's Ministries

Cornerstone Leadership Structure: Every employee of Cornerstone serves at the pleasure of, and under the supervision of, the Lead Pastor, Dr. Bill Curtis. Additional supervision is delegated by him to others. A Ministry Assistant may receive specific work direction from any member of the Pastoral Team, but formal direct supervision of this position, begins with Pastor Jason Fuson. See below...

❖ Dr. Bill Curtis, *Lead Pastor*

- Dr. Cky Carrigan, *Executive Associate Pastor of Administration and Small Groups*
 - Keith Thompson, *Senior Assoc Pastor of Discipleship, Next Gen Team Leader*
 - Jason Fuson, *Associate Pastor of Children*
 - ◆ Ministry Assistant - Children's Ministry

Summary of Responsibilities

The Ministry Assistant (Children's Ministry) has the satisfaction of knowing that she is contributing to the spiritual growth of children at Cornerstone Baptist Church, serving as a member of the children's ministry team for the ongoing development of a cohesive ministry, and effectively partnering with and equipping the families of the church.

Support Associate Pastor of Children in Administrative Responsibilities

Assist children's pastor in administration of the children's ministry and other Next Gen Team responsibilities (e.g. budgeting, payment processing, promotion, media, communications, calendaring/scheduling).

- Handle visitor tracking and assimilation for all children ministry programming.
- Maintain the Cornerstone Kids social media accounts.
- Facilitate payment processes for events.
- Assist in preparation of annual financial plan.
- Schedule resources based on approved calendar for upcoming events.
- Maintain church database and volunteer information.
- Additional duties are required to support the overall ministry of Cornerstone and the Next Gen Team.

Plan, Organize, and Coordinate Children's Ministries & Events

Assist the children's pastor in coordination of all scheduled events and activities (e.g. Preschool, Grade-school, Awana, Upward, training, summer camps, special events), to include organizing and preparing resources and materials and equipping ministry leaders and children's workers.

- Continually review children's ministry policies and procedures and work with the entire team to implement improvements.
- Coordinate the ordering of supplies and curriculum for use within all areas of the Children's Ministry.

- Assist in the planning, coordination, and leadership of the annual kid's camp event(s) and all other summer programming.
- Coordinate and participate in specific parts of children's ministry special events.

Recruit and Coordinate Children's Ministry Workers

Assist the children's pastor in enlisting, screening, equipping, managing, and evaluating volunteer and employee children's ministry workers, including the coordination of training opportunities, regular assessments, and consistent encouragement.

- Coordinate recruitment, screening, equipping, managing, and evaluation processes for children's ministry workers.
- Assist in volunteer coordination in any of the children's ministry areas (e.g. preschool, grade school, Awana, Upward).
- Coordinate children's ministry volunteer appreciation initiative with other ministry leaders.
- Work with the Children's Pastor to ensure all children's workers maintain qualifications (e.g. background checks are up-to-date and verified every two years, assessments and ongoing training completed).

Coordinate Aspects of Children's Ministry as Delegated

Assist the children's pastor in leading weekly ministry environments (e.g. teaching/facilitating, resourcing, and leading children and children's ministry workers).

- Lead and facilitate large group for Preschool Ministry, as needed.
- Coordinate with non-Cornerstone Organizations with regard to facilities, resources, and child security requirements.
- Coordinate childcare for Cornerstone events as required (e.g. Discover Cornerstone, Ladies Bible Study).

Qualifications

- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience to Him
- A member of Cornerstone Baptist Church or willing to join Cornerstone
- Bachelor's Degree in a related area
- A heart, passion and love for children, particularly of those birth through 6th grade
- Committed to the Exit 137 Values
- Ability to relate well to children, teachers, volunteers and parents
- Comfortable with public speaking
- Excellent organizational and administrative skills
- High attention to detail and accuracy
- Strong verbal and written communication skills
- Quality interpersonal skills (a "people" person)
- Ability to enable and empower volunteers and interns
- Self-motivated with ability to function effectively without close supervision
- Able to work well within a team environment
- General awareness of office equipment and software/technology (Word, Excel, Outlook, etc.)
- Physical capacity to fulfill particular job requirements