



## Job Description - Children's Ministry Assistant

**Title:** Children's Ministry Assistant

**Functions:** The primary function of the Children's Ministry Assistant is to assist and support the Early Childhood Director & Student Ministry Director in growing RbC's ministry to children and their families by providing safe atmospheres where children see and hear the Gospel in fun and memorable ways.

### Responsibilities:

- Maintain a healthy and growing personal spiritual life and lead others to do the same.
- Help prepare lesson materials for Sunday. This includes making copies, gathering supplies, and preparing crafts as well as writing lesson plans for various classes.
- Work with the children's leadership team and set up volunteers to prepare classroom spaces on Sunday morning. This includes putting out supplies, double checking the set up, and making the space inviting and ready for the kids.
- Help monitor classes on Sunday morning to support volunteers, help in the classroom as needed, and ensure classes are running smoothly.
- Build relationships and assist in identifying and onboarding potential volunteer teachers

**Skills Required:** This leader should show evidence of an active and growing relationship with Jesus Christ, passion for children's ministry, genuine interest in responding to the hopes and concerns of children and families in the community, prior ministry leadership, and a basic understanding of child development. This person must listen well, communicate effectively with people of all ages, be skilled in planning and implementing ministry, be able to work well with others, delegate responsibilities, and follow up getting the job done. This position requires that the individual be able to work collaboratively, be able to assist staff and members with their various forms and functions with a servant's heart, be fun and flexible, have a demonstrated ability to maintain confidentiality, and must embrace the mission, vision, and values of RbC.

This is a part-time position of 8 hours per week from September 7, 2025 through January 4, 2026. A typical week consists of 4 hours on Sunday morning, and 4 hours of flex time to prepare lessons for Sunday.