



Kidz Administrative Assistant
Job Description and Church Context

Updated: 10/16/25

Title: Kidz Administrative Assistant

Level: Ministry Team

Reports to: Kidz Director

Works with: Grow Team

Status: Part Time

Scope: The Kidz Administrative Assistant will assist the Director with implementation the Kidz ministry of Midway Church, which includes grades K-5. This role requires a person with a genuine heart for ministry to kids who has strong planning, organizational, and interpersonal skills. The Kidz Administrative Assistant will support the Kidz ministry team and volunteers to promote spiritual growth in children and families in a way that honors God.

Qualifications and Requirements

- **Personal**
 - Has a personal testimony of salvation with a mature and growing faith in Jesus Christ. Has active involvement in a local church and agreement with Midway Church's statement of faith. Committed to personal spiritual health and development of a worship lifestyle.
 - Possesses the character, competency, chemistry, and calling that fit the needs of Midway Church.
 - Leads by example with financial generosity. Regularly supports the ministry of Midway Church through tithes and offerings.
 - Always maintains a positive attitude.
 - Handles criticism and unfair situations with humility and a desire to glorify God.
 - Is a member or will become a member of Midway Church.
- **Professional**
 - Exercises sound judgment, strong decision-making ability, is a self-starter and self-motivator.
 - Strives for excellence in all aspects of life and church ministry.
 - Strong organizational abilities with excellent communication and interpersonal skills.
 - Proficiency in budgeting, financial management, and project management.
- **Education/Experience**
 - Administrative assistant experience in a church setting is strongly preferred. Equivalent experience and skill development will be considered.
 - Preference for experience working in or leading children's ministry.
- **Skill Qualifications**
 - Exceptional written and verbal communication skills.
 - Strong engagement skills with parents and children at various ages.
 - Excellent time management skills and the ability to manage multiple projects under deadlines.

Key Responsibilities

- Support the overall vision of the ministry.
- Prepare media, supplies, and lesson materials for all Sunday and Wednesday programming.
- Oversee check-in kiosks and ensure guest gift bags are at the welcome desk.
- Help manage and document discipline issues to be addressed with parents.
- Manage children's ministry records, reports, and database needs.
- Keep track of spending to update the budget and document all ministry expenses.
- Oversee the onboarding workflow and orientation completion for new volunteers.
- Support volunteer training, tracking, and scheduling.
- Oversee the baptism workflow and submit baptism requests.
- Purchase supplies for children's ministry programming, special events, and camps.
- Assist with planning and management of special events.
- Assist with planning and registrations for all Kidventurez locations.
- Assist with planning and registrations for all children's camps.
- Exercise flexibility in work schedule to allow participation in key church events (and/or development of teams to cover events).
- Other duties as assigned.

How to Apply:

Please submit a cover letter and resume to Angela Rollwage (office@midwaychurch.org). In your cover letter, briefly share your testimony and why you wish to serve in this role. Review will begin immediately and continue until the position is filled with an anticipated start date of January 1, 2026 or after.

ABOUT MIDWAY

Thanks for your interest in being a part of the team at Midway Church! We look forward to hearing from you.

Culture

Midway Church was started about 50 years ago by five families (now our average attendance is over 1200) with a passion to see their community come to Christ. Our heart for the gospel permeates every aspect of our ministry. Our mission is to *Help People Live Fully for God* as we:

- CONNECT in worship and with each other.
- GROW in groups toward closer and deeper relationships with God and others.
- SERVE with our time, talents, and treasure.
- GO into our community and the world with the good news of Jesus.

Because of the gospel, we celebrate being spiritually transformed, gracefully truthful, prayerfully reliant, intentionally relational, and generationally minded.

Community

Midway Church sits midway between the communities of Aubrey and Pilot Point, TX. The community has grown to become one of the USA's premier equine epicenters. Situated just one hour north of the Dallas/Fort Worth Metroplex, this growing community still has rural roots but with a contemporary feeling and a rapidly growing suburban influence. The area population is expected to expand considerably over the next decade and new communities are rapidly developing. Midway has great relationships in the

community with open doors into the schools, the civic arena, local businesses, and area churches. This ties directly into one of our values – *We are intentionally relational*.

Calling

God calls us to ensure that every person in our sphere of influence has an opportunity to hear and respond to the gospel. This drives us to be intentional with our programming and outreach. In all of our ministries, we seek to help people be a gospel influence in the places where we work and live. Included in our intentional outreach strategy is a commitment to the geography of Acts 1:8 as we seek to be missional in our community and area, including the establishment of life groups in area neighborhoods. Over the next 10 years we also seek to plant at least three churches in the region.

Our team is made up of people who love God and want to fulfill their calling by serving together with a strong team of servant leaders committed to accomplishing Midway's vision and glorify God. We are looking for ministry team members who have this same heart to join us; people who share our belief that mutual encouragement and teamwork are vital to healthy staff culture.