

Title: Elementary Ministry Assistant (Part-Time)

Reports to: Kids Minister

FLSA Status: Non-Exempt

Approved By: Rose Rodriguez

Approved Date: May 2026



HOUSTON **NW** CHURCH

POSITION OVERVIEW

The role of the HNW Elementary Ministry Assistant would be to support HNW Kids Ministry, primarily the Elementary Ministry, by helping create a safe, welcoming, Christ-centered, organized, and engaging environment for children, families, and volunteers. This role will assist the Kids Minister with weekly ministry operations, volunteer communication and leadership, classroom preparation, events, and administrative support to help the ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work alongside the Elementary Coordinator with planning and executing Sunday Elementary Ministry programming.
- Help organize calendars, forms, and supplies.
- Help prepare classrooms, curriculum materials, activities, and supplies.
- Support smooth check-in/check-out for Kids Ministry processes and classroom transitions.
- Help create an engaging, age-appropriate, Christ-centered, safe, and encouraging environment for children.
- Encourage, support, and communicate with volunteers regularly.
- Assist with volunteer scheduling, onboarding, and training.
- Help build a healthy volunteer culture centered around teamwork, encouragement, and consistency.
- Provide classroom support and help troubleshoot ministry needs during Sunday morning programming and special events.
- Welcome new families and help them feel connected and informed.
- Assist with parent communication and follow-up.
- Help create an environment where children and families feel known and valued.
- Follow and help enforce all Child Protection Policy and Procedures.
- Support preparation for special events.
- Help maintain calendars, schedules, and ministry communication.
- Assist with attendance tracking, supply organization, and ministry records.

REQUIRED QUALIFICATIONS

- High school degree required. Some college experience preferred.
- 1-3 years ministry experience preferably in Kids' Ministry.
- Due to the nature of the position, a successful candidate must be a fully devoted Christ-follower called and dedicated to the ministry of children and parents.
- All HNW employees must fully support the ministry of HNW and its leadership team through their actions.

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- Background in child development, education, or ministry, with experience working with children in church settings preferred.
- Strong organizational skills, attention to detail, and administrative skills are vital for planning and managing ministry activities.
- Excellent oral and written communication, leadership, patience, and the ability to build rapport with children, parents, and volunteers.
- The ability to create engaging, dynamic, and age-appropriate learning experiences.
- Familiarity with curriculum planning tools, child safety protocols, and church management systems is often required.
- All members of the Kids Ministry Team are expected to maintain a professional and positive presentation to children, parents, co-workers, and members of the congregation.
- Members of the Kids Ministry Team must have the ability to successfully work independently, as well as in a team environment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.