

Children's Ministry Assistant (Part-Time – 10–12 Hours/Week)

Job Description

Position Summary

The Children's Ministry Assistant supports the Children's Ministry Director in the planning, preparation, coordination, and delivery of Children's Ministry programs at Cornerstone Baptist Church (CBC). This role provides administrative, logistical, and hands-on ministry support to ensure that Sunday morning and mid-week children's programs are organized, welcoming, safe, and effective.

The Children's Ministry Assistant works closely with ministry staff, volunteers, and parents to help create an engaging, Christ-centred environment where children can grow in their relationship with Jesus Christ.

This position requires approximately 10–12 hours per week, including Sunday morning, Tuesday evening, and weekday office responsibilities.

Reporting Structure

The Children's Ministry Assistant reports directly to the Children's Ministry Director and works collaboratively with Children's Ministry staff, volunteers, pastoral staff, and families.

Schedule Expectations

The successful candidate will normally be available for:

- At least one (1) out of every three (3) Sunday mornings
- Tuesday evenings during the Awana ministry season (September through April)
- Be available in the church office on Mondays and Tuesdays during designated hours for ministry planning and preparation. Scheduled hours may vary from week to week based on ministry needs and available hours.
- Additional hours for seasonal ministry events as required

Primary Responsibilities

1. Sunday Ministry Support

- Assist with the preparation, setup, and operation of Children's Ministry programming on Sunday mornings.
- Support classroom leaders and volunteers throughout the morning.
- Help welcome and check in children and families.
- Respond to logistical issues and assist with ministry needs as they arise.

- Assist with classroom transitions and general supervision.
- Help ensure classrooms are clean, organized, and ministry-ready.

2. Mid-Week Ministry Support (Awana)

- Assist in the weekly preparation and operation of the Awana ministry.
- Prepare and teach the weekly lessons.
- Support leaders and volunteers throughout the evening.
- Prepare ministry materials and supplies.
- Assist with registration, attendance, and communication.
- Help create a positive, organized, and welcoming environment for children and families.

3. Administrative & Ministry Coordination

- Assist with weekly ministry planning and preparation.
- Prepare curriculum, craft supplies, teaching materials, and classroom resources.
- Maintain ministry inventory and organize supplies.
- Assist with volunteer scheduling and communication.
- Prepare materials for seasonal ministry events.
- Help maintain ministry databases, attendance records, and registration information.

4. Volunteer Support

- Encourage and assist Children's Ministry volunteers.
- Help onboard and orient new volunteers.
- Communicate ministry updates and scheduling information.
- Assist in volunteer appreciation initiatives.
- Provide practical support to classroom leaders during ministry programs.

5. Parent & Family Communication

- Serve as a welcoming point of contact for parents.
- Answer routine ministry questions.
- Communicate with families regarding ministry programs and events.
- Help resolve routine concerns in a professional and Christ-like manner.
- Refer significant concerns to the Children's Ministry Director.

6. Ministry Environment & Safety

- Prepare ministry rooms before programs and restore them afterward.
- Ensure classrooms remain organized, clean, and appropriately supplied.
- Uphold and follow CBC's Plan to Protect policies and all Children's Ministry safety procedures.

- Assist with incident documentation as required.
- Promote a safe, caring, and welcoming ministry environment.

7. Seasonal Ministry Events

Assist with the planning and delivery of ministry events, including but not limited to:

- Vacation Bible School (VBS). Must be available for the full weeks of VBS
- Christmas programs and musicals
- Easter ministry events
- Family ministry activities
- Children's special events
- Assist with preparation and execution of volunteer appreciation events
- Other church-wide events as assigned

8. Ministry Support

- Participate in special projects as assigned by the Children's Ministry Director.
- Assist with ministry improvements and new initiatives.
- Support other Children's Ministry staff as needed.
- Perform other related duties that contribute to the effective operation of the Children's Ministry.

Qualifications

Preference will be given to candidates who possess:

- A growing and vibrant Christian faith.
- A heart for children's ministry and family discipleship.
- Previous experience serving in children's ministry or working with children.
- Excellent interpersonal and communication skills.
- Strong organizational and administrative abilities.
- Ability to work independently and collaboratively.
- Flexibility and a servant-hearted attitude.
- Basic computer proficiency (Microsoft Office, Planning Center or equivalent is an asset).
Research and assess programs/curriculum for various programs like VBS etc.
- Proficiency in creative design for props and décor for VBS and the musical is an asset.

Ministry Expectations

The successful candidate will:

- Affirm and support the Statement of Faith of CBC.
- Demonstrate Christian character consistent with biblical leadership.
- Model Christ-like servant leadership.

- Maintain confidentiality.
 - Successfully complete a Vulnerable Sector Check.
 - Complete all required Plan to Protect training.
 - Participate in staff meetings and ministry training as required.
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Key Performance Outcomes

Success in this position will be demonstrated by:

- Children's Ministry programs are consistently organized and prepared.
- Sunday and Awana programs operate smoothly with appropriate volunteer support.
- Volunteers feel encouraged, equipped, and supported.
- Parents experience excellent communication and care.
- Ministry spaces remain safe, organized, and welcoming.
- Seasonal ministry events are well planned and effectively executed.
- Administrative responsibilities are completed accurately and on time.