## **JOB DESCRIPTION**

Job Title: Children’s Ministry Assistant

Hours: 10 Hours per Week

Primary Job Location: Christ Church Episcopal, Greenville, South Carolina

Date Revised: September 2021

**Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this position is to “Embrace, Equip, and Empower Apostles to Serve Jesus Christ.”

The Children’s Ministry Assistant assists the Director of Children’s Ministries in all aspects of planning and implementing Children’s programming and recruiting.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

**Essential Job Functions and Primary Responsibilities**

1. Assist Director of Children’s Ministry with the recruiting, training, scheduling and supervision of Nursery workers
2. Attend Children’s Ministry Council meetings
3. Welcome parents and children into programs and activites in a way which creates an environment of loving care, safety, and hospitality.
4. Maintain an accurate database of children and parent contact information and add new babies to nursery roster.
5. Ensure children are in a safe, professional, and clean learning and play environment.
6. Purchase items needed for the nursery.
7. Assist Director of Children’s Ministry with all aspects of coordinating, communicating, planning, recruiting, training and resourcing leaders to serve children and their parents.
8. Perform other duties as assigned by the rector or his designee.

*The Children’s Ministry Assistant’s duties and responsibilities outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.*

**Reporting Relationships**

This position reports to the Director of Children’s Ministries

**Other Key Relationships**

**Internal:** Rector; Faith Development team; Children’s Ministry Council; Church Staff; Vestry; and Parents.

**External:** Vendors

**Required Competencies**

* Computer literate with knowledge of MS Office and the ability to learn new software quickly
* Must pass background/drug/motor vehicle screening
* Must have completed Safeguarding God’s People training within the last 5 years or complete it within 6 months of hire date

**Required Minimum Education and Experience**

* College Degree Preferred, but not required.
* Experience in teaching, nursery care and/or children’s formation

**Personal Qualities**

* Lives out his/her faith and actively seeks growth opportunities
* Lives into the Church’s Core Values of Inviting to All, Grateful, Faithful, Compassionate, and Community
* Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
* Creatively envisions new ministries and new possibilities for existing ministries
* Seeks continuous improvement of self and the ministry
* Excellent verbal and written communication skills
* Excellent interpersonal skills and collaborative management style
* Excels at operating in a fast-paced, diverse community environment
* Open to direction and commitment to task completion
* High comfort level working in a fluid environment

To apply for a position, send resume and cover letter to rcuddy@ccgsc.org. For additional information, please call the Parish House at 864.271.8773.