

# Children's Ministry

## **Children's Program Assistant Director – Faith UMC, Richmond**

Part-time, 20 hours

### **Programming**

- Lead Kid's Worship
  - o Work directly with the Director of Children's ministry to create a great worship environment and worship hour for the kids.
  - o Includes: preparing bible story, worship and all activities for kid's worship weekly. Also includes coordinating volunteers to help weekly at Kid's Worship
  - o All curriculum must be previewed and approved by the Director of Children's ministry
  - o Connect with kids through music and activities
- Be available for Vacation Bible School by supporting director in organizing and planning, as well as recruitment of volunteers
- Support and plan alongside the director of children's ministry with special events such as: Palm Sunday, Easter Egg Hunt, Promotion Sunday, Summer activities, etc.
- Backfill Children's Director at Mid-Week when needed (normal mid-week attendance is not required)

### **Weekly Expectations**

- Sunday mornings (8 am – 12 noon)
- In office hours
- Flexibility for phone-calls/scheduling outside of office hours

### **Sunday Preparation**

- Print curriculum for Preschool Sunday school (monthly or weekly).
- Print and prepare curriculum for elementary leaders, along with gathering supplies for weekly Sunday school, set out supplies in classrooms and upstairs

## **Administrative Duties**

- Print Attendance reports weekly & enter attendance into database
- Oversee/coordinate help with Sunday Check-In (2 locations)
- Bi-monthly/Monthly shopping for supplies
- Update Slat Board, Sunday Worship packets and Check-In stations with appropriate paperwork and handouts
- Shop for supplies, as needed for children's ministry events and programs
- Improve and maintain Shelby database system: ensure children are classified correctly by group and grade level and make sure attendance is inputted correctly.
- Maintain children's ministry storage areas (Sunday school room closets, attic space in children's worship space, children's ministry office closet)
- Print handouts for Sunday morning
- Develop and maintain communication lists for various groups in children's ministry
- Other duties as assigned