

## **First Baptist Church Job Description**

**Job Title:** Children's Ministries Assistant  
**Reports To:** Associate Pastor  
**FLSA Status:** Non-Exempt – (Part-time/10hrs a week)  
**Date:** October 2011

### **SUMMARY**

Assist the Associate Pastor to reach out to children and their families. To develop, lead, and participate in activities and ministry geared to of children, birth – 6<sup>th</sup> grade and their families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Participate fully in the life and ministry of First Baptist Church Boone, NC. This includes Sunday School, Worship, Wednesday night activities, etc.
- Coordinate office hours with the Associate Pastor.
- Have a heart for ministry and an interest in working with children, birth – 6<sup>th</sup> grade.
- Assist the Associate Pastor and Children's committee in all facets of Children's Ministry; teacher and worker enlistment, budget planning, curriculum design. This also includes Nursery and Extended Session.
- Attend, lead, and assist with children's activities. Examples include Bible Study, Wonderful Wednesday, Children's Sermons, Trunk r Treat, and special events such as VBS and Passport Kids.
- Work with the Children's committee and the Associate Pastor in matters related to the spiritual needs of the children and their families.
- Inform the church of upcoming events for children through the bulletin, website, messenger, bulletin boards, and other communication tools.
- Other duties may be assigned.