



Children's Ministry Assistant

Administrative & Ministry Support

Purpose

To provide administrative and ministry support to the Children's Director, Preschool Coordinator and Communication's Director by assisting with communication, organization, volunteer coordination, event preparation, and family engagement. This position helps create a welcoming, organized, and safe environment where children and families can experience the love of Christ.

Personal Qualifications

- Has a growing personal relationship with Jesus Christ.
- Demonstrates a Christ-like attitude and servant's heart.
- Views this position as ministry, not simply administrative work.
- Supports the mission, vision, and values of First Mt. Juliet.
- Actively participates in the life and ministries of the church.
- Loves children and enjoys building relationships with families.

Responsibilities

Administrative Support

- Manage calendars, schedules, and ministry meetings.
 - Prepare correspondence, emails, forms, and ministry communication.
 - Maintain ministry records and databases.
 - Assist with Planning Center, check-in systems, and volunteer schedules.
 - Prepare reports, attendance records, and follow-up information. •
- Process monthly expense reports and ministry purchases.
- Order curriculum, classroom supplies, and ministry materials.
 - Maintain ministry resource files and inventories.
 - Answer ministry phone calls and emails.
 - All other duties as assigned.

Volunteer Support

- Maintain volunteer schedules for Sundays and Wednesdays.
- Assist with recruiting and onboarding new volunteers.
- Coordinate Ministry Safe training, background checks, and volunteer records.
- Help prepare volunteer appreciation events.
- Prepare leader packets, curriculum, and classroom materials.
- Communicate weekly with volunteers regarding schedules and ministry needs.



Ministry & Event Support

- Support Wednesday Midweek, VBS, camps, family events, Parent/Child Dedications, Easter, Christmas, outreach events, and leadership trainings.
- Coordinate registrations, communications, room setup, material preparation, volunteer coordination, attendance tracking, and event follow-up.

Family Engagement (Sunday & Wednesday)

- Greet new families and assist with children's check-in.
- Help first-time guests register children and escort them to classrooms.
- Answer questions regarding children's ministries.
- Maintain a safe and welcoming environment.
- Assist with classroom coverage and resolve check-in or classroom issues.

Preschool & Children's Ministry Support

- Prepare classrooms for Sunday and Wednesday ministry.
- Organize curriculum and classroom supplies.
- Restock ministry resources.
- Maintain clean, safe, and inviting children's spaces.
- Support implementation of ministry safety policies.
- Assist with classroom transitions and special ministry needs.

Team Support

- Collaborate with ministry and office staff.
- Serve at the church receptionist desk as needed.
- Assist with church-wide events when requested.
- Complete other duties assigned by the Children's Director.

Communications

- Sunday photo backup, with an emphasis on Kids Ministry (and potentially using a second camera).
- Draft and send weekly Kids Ministry emails.
- Assist with social media content for Kids Ministry—gathering photos, drafting captions, and helping schedule posts.
- Work alongside the Communications Director to create basic graphics and promotional materials for Kids Ministry events and programs.
- Assist with registration and communication for Kids Ministry events.
- Help with special events, promotion, and on-site communication needs.
- Track upcoming Kids Ministry events and make sure communication needs are submitted in a timely manner.
- Proficient in Canva.

This person will ask: What is coming up? What needs to be promoted? What information do we need? What content do we already have? What still needs

to be created?



Skills

- Strong administrative and organizational skills.
- Excellent verbal and written communication.
- Ability to multitask in a fast-paced ministry environment.
- Friendly and welcoming personality.
- Strong attention to detail.
- Ability to work independently.
- Proficient in Microsoft Office, Google Workspace, and Planning Center (or willingness to learn).
- Proficient in Canva.
- Ability to maintain confidentiality.

Schedule

- Office hours consist of Monday – Thursday (8:00 AM–4:00 PM) • Serve on Wednesdays from 5:00 PM–8:00 PM supporting Midweek Children's Ministry.
- Serve Sunday mornings supporting family check-in, guest experience, volunteer coordination, and children's ministry operations.
- Be available for major ministry events including Easter, VBS, Christmas, Family Events, and Parent/Child Dedication Sundays.

Classification

Full-Time (depending on final schedule)

Non-Exempt | Support Staff

Reports directly to the Children's Director while working collaboratively with the Preschool Coordinator.