



**Ridge Point Community Church exists to
Follow *Jesus* and
Fearlessly Make Him Known**

Position Description

Title: Children's Ministry Assistant

Salary Level: IX

Leadership Scope: Participant

Reports to: The Children's Ministry Assistant will report to the RP Children's Ministry Pastor

Function: Facilitate intake and processing of information for the ministry area encompassing newborns to 4th grade. Lead the Check-In registration team for Children's Ministry. Assist in promoting & implementation of the mission and vision of Family Ministries. Support the ministry by completing administrative duties and coordinating logistical details for events and projects as assigned by the Children's Ministry Pastor.

Hours: Part-time, average 24 hours weekly, may include weekend and/or possible evening hours

Responsibilities:

Leading

- Coordinate communication for Children's Ministry Team
- Administrate Child Dedication Services
- Assist with Parent Communication through email, website and mail. (This includes decisions for Jesus letters)
- Assist with updating Church database
- Assist the planning and implementation of Children's Ministry events and special services. Including the administration of all registration forms, paper and electronic (Wufoo)
- Maintain minutes and speak into Children's Ministry staff meetings
- Work alongside the Communications Department in order to communicate ministry information to faith community, staff and/or external partners via website, printed and/or electronic delivery methods, including programs and slides

Planning

- Assist with credit card statements and check requests
- Help to coordinate purchases and processing invoices/receipts for reimbursement
- Administrate, maintain and implement communication for Children's Ministry Reach Mail, Facebook, Twitter, Wufoo, and Website
- Monitor and track budget expenditures and assist with annual budget/strategic planning process
- Maintain calendars, appointments, and schedule meetings for Children's Ministry Pastor as needed
- Coordinate and assist all Children's Ministry office volunteers
- Other Administrative duties as needed

Qualifications:

Character

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God as described in the Word of God, evident by spiritual fruit and the desire to grow in the Lord
- Is supportive and loyal to staff members, volunteers, and the faith community
- Demonstrated ability and commitment to actively share the Gospel with lost people
- Genuine servant-hood, faith-centeredness, and spiritual maturity
- Spiritual gifts of leadership, shepherding, and administration

Chemistry

- Expresses flexibility, cooperation and teach-ability
- Visionary leader; forward thinker; self-directed; team oriented
- Beliefs consistent with Ridge Point’s “Statement of Belief”

Competency

- Demonstrated ability to recruit, develop, and empower volunteer leaders in healthy ways which promote their spiritual growth and further the ministry of the church
- Excellent communication and listening skills - ability to consistently encourage and support others
- Equip and empower based on Ephesians 4:11-13

Experience:

- Preferred two years experience in church ministry
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams
- Member or willing to become a member of Ridge Point Church within 6 months of employment

Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.

Signature _____ **Date** _____