

Children's Ministry Assistant (20 hours)

Position Summary

The Children's Ministry Assistant (CMA) supports the Children's Minister in providing a safe, organized, and welcoming ministry environment for children and their families. The primary responsibilities of this position are coordinating the church nursery, overseeing the children's special needs ministry, and assisting with other children's ministry responsibilities as assigned by the Children's Minister.

Primary Responsibilities

- **Nursery Coordination**
 - Coordinate the nursery ministry and ensure appropriate coverage for all scheduled services and events.
 - Recruit, schedule, and communicate with nursery volunteers.
 - Maintain nursery supplies, equipment, and cleanliness.
 - Help ensure that nursery policies and safety procedures are consistently followed.
 - Communicate with parents and volunteers regarding nursery needs.
- **Special Needs Ministry**
 - Coordinate the church's ministry to families of children with special needs.
 - Recruit, schedule, and communicate with volunteers who serve in the special needs ministry.
 - Coordinate training for our volunteers with an outside organization.
 - Help ensure appropriate spaces and support are provided for children with special needs.
 - Communicate with parents and caregivers to help provide a welcoming and supportive ministry environment.
 - Assist in developing resources and practices that help children with special needs participate meaningfully in church activities.
- **General Children's Ministry Support**
 - Assist the Children's Minister with programs, events, classes, and other ministry activities.
 - Help prepare materials, classrooms, supplies, and facilities for children's ministry activities.
 - Assist with volunteer communication, training, and appreciation.
 - Provide administrative and organizational support as needed.
 - Perform other duties and responsibilities as assigned by the Children's Minister.