

FELLOWSHIP REFORMED CHURCH

300 N. 168th Ave.

Holland, Michigan 49424

January 2016

POSITION DESCRIPTION: Children's Ministry Assistant

STATUS: Part-time

HOURS: 5-10 hours per week

MISSION:

To assist the Minister of Children and Families and coordinate Christ-centered care and instruction for young children.

EXPECTATIONS:

1. Be fully committed to Christ as Savior and Lord and exhibit a call to children and family ministry.
2. Embrace a missional and team-based approach to ministry.
3. Assume responsibility for own growth and development with the full cooperation and support of the Minister of Children and Families, Human Resource Team, and congregation. This growth should focus on:
 - a. Spiritual growth -- nurturing a life of Christian practices and growing into the image of Christ.
 - b. Personal growth -- taking time of appropriate "self-care".
 - c. Professional growth -- attending training events and seminars necessary for growth in ministry in general and the responsibilities of this position in particular.
4. Encourage lay leadership and participation in all areas of ministry responsibility.

ACCOUNTABILITY:

1. The Children's Ministry Assistant is accountable to the Consistory (the Ministry Leadership Council and Human Resource Team) through the Minister of Children and Families.

THE PRIMARY TASK:

To operate and staff a safe, organized, caring, clean, and welcoming nursery that helps children develop as faithful followers of Jesus.

AREAS OF MINISTRY RESPONSIBILITY:

1. Nursery Coordination
 - a. Be a consistent presence in the nursery.
 - b. Build relationships with children and parents who attend.
 - c. Provide a safe and secure environment through the use of a child check-in/check-out system.
 - d. Welcome visitors and introduce them to the nursery and church.
 - e. Create or select age appropriate Bible-based activities that teach children about God, and ensure the use of those activities.
 - f. Keep the nursery organized and toys clean.
 - g. Purchase supplies.
 - h. Supervise volunteers and nursery attendants for any times the Nursery is being used to support ministry (typically Sunday mornings, Wednesday evenings, and special services/events).
 - i. Equip volunteers and nursery attendants with skills to care for children well.
 - ii. Create and share nursery caregiver schedules through the use of Church Community Builder.
 - iii. Remind volunteers weekly of responsibilities.
2. Assist the Minister of Children and Families.
 - a. Coordinate volunteers and activities.
 - b. Assist with events.
 - c. Communicate with parents and volunteers.
3. Communicate and collaborate regularly with the Minister of Children and Families.

QUALIFICATIONS AND APTITUDES:

- Relational and personable.
- Takes initiative and sees tasks through to completion.
- Ability to coordinate, serve, and encourage others.
- Must have excellent written and verbal communication skills, interpersonal relationship skills, and computer skills.

updated: 2016-01-27