



21649 Timberlake Road
Lynchburg, VA 24502

434.239.1348

www.timberlakechurch.org

Children's Ministry Assistant

Employer Information

Job Department: Church Staff

Reports to: Children's Ministry Director

Schedule: Up to 5.5 hours on Sunday mornings; Up to 3.5 hours on Wednesday evenings; 15 or more hours during the week. Maximum of 25 hours weekly

Purpose

To ignite a desire for a genuine relationship with Christ and to equip the children and their families for the spiritual battle they are in. Encourage, pastor and equip parents to develop a biblical worldview in their children. Promote scripture memorizing, prayer, and personal bible reading as well as provide opportunities for ministry leadership, outreach to the community, and the connection to the mission field.

Job Duties

- Attend ongoing Children's Ministry training and meetings outside of children's ministry when necessary
- Attend Children's Ministry leadership team meeting and monthly staff meeting
- Help oversee the children's ministry departments as assigned
- Support the Director of Children's Ministry and Nursery Coordinator regarding policies and procedures
- Develop a good relationship with volunteers, parents and staff.
- Demonstrate a positive and friendly attitude with the parents and the children who are in your care
- Collect attendance at all children's program
- Fill in, if needed, in a nursery, preschool, or elementary classroom should the need arise.
- Help keep rooms looking neat, clean, sanitized, and organized.
- Assist in recruiting, training retaining and scheduling of team volunteers for regular programming and special events.
- Help shepherd families through prayer and spiritual guidance
- Gain a comprehensive understanding and utilization of church issued programming such as, but not limited, to The Planning Center, Church Center, and our Orange Curriculum.
- Engage in creative cooperation for planning of children ministries programming and events such as Easter Egg Hunt, Vacation Bible School, Christmas Workshop Express and Christmas programming.

Requirements

- Complete a background check
- Take training in First Aid and CPR

Education

Required:

High School Diploma (or GED or High School Equivalence Certificate)

Preferred:

Bachelor's Degree

OR 2-5 years of experience and ability to show knowledge of Children's Ministry