

TO ENGAGE IN RELATIONSHIPS WHERE CHRIST TRANSFORMS

Position Title	Ministry
Children's Ministry Assistant	Families w/ Children

Ministry Position Description

This position participates as a valued member of the Family Ministry Team. The position assists with various programming aspects of children's ministry, recruitment of volunteers, and also provides administrative support for the ministry. This position reports to the Director of Children's Ministry.

Responsibilities:

The responsibilities may include, but are not limited to, the following:

- Oversee coordination of Nursery, programming, and special church-wide events.
- Manages volunteer recruitment, coordination, and communication.
- Prepares for Sunday mornings setup and execution to ensure that Sunday School teachers are supported and that Sunday School runs smoothly. This may also involve leading classes at times.
- Responsible for supply inventory and insuring that items are available and ready for Sunday School teachers.
- Create and maintain content on the Children's Ministry social media pages.
- Assist with special events that are sponsored by the Families with Children Ministry or other church-wide events.
- Be aware of and adhere to Asbury's Safe Sanctuaries policy.
- Assist the Director of Children's Ministry as needed and perform other duties as assigned.

Qualifications:

- Must be in agreement with the mission and strategy of Asbury Church of engaging in relationships where Christ transforms through worship, groups and service.
- Experience leading diverse groups of kids and volunteers.
- Superior verbal, written, and interpersonal communications skills and exemplary grammar and spelling.
- Strong computer skills, including proficiency in MS Office applications. Working knowledge of Planning Center preferred.
- Strong attention to detail and extremely strong organizational skills.
- Pride in being punctual, dependable, and trustworthy.
- Sound, ethical judgment and confidentiality in a range of situations.
- Ability to take both initiative and direction and to work enthusiastically with others as part of a team effort.

Hours: This is a part-time position at 20 hours per week. Sunday commitment is required.

Compensation: Salary commensurate with experience and education.

To apply: Please complete the [employee application](#) and return it along with your resume and cover letter to Paula Jones, Business Administrator. You may email it to paula@asburyraleigh.org or mail to the address above.