

Kids Ministry Assistant

Job Description | Revised April 2023

Purpose

The purpose of the Kids Ministry Assistant is to assist the Kids Minister in leading Crosspoint's ministry to children and families in a way that is God-centered and consistent with what we are teaching adults. More than teaching commandments and behaviors, the greatest objective is to teach children to revere God.

The Kids Ministry Assistant will report to the Kids Minister.

Position Status: Part Time – Non-Exempt - up to 20 hours/week

Qualifications

The Kids Ministry Assistant at Crosspoint Church must be one who strives in all areas of life to walk in a manner worthy of the Lord, maintaining a vibrant relationship with Jesus Christ through the power of the Holy Spirit.

This person must possess a heart both for making God's glory known among the nations and for ministering to children and parents so that this generation of children at Crosspoint Church may surpass previous generations in faith, knowledge, righteousness, fruitfulness, evangelistic zeal, and commitment to world evangelization.

This person must also be competent with Word, Excel, and Google Docs. They must be able to learn and utilize our church database system (CCB) and work well in a team environment.

Responsibilities

- Work with the Kids Minister to administrate and assist in overseeing the operations of Crosspoint's ministry to children.
- Kids Connection
- Kids Worship
- Outreach Opportunities
- Parent Equip Opportunities
- Image Bearers
- Nursery
- Oversee Paid Childcare Opportunities
- Recruit, schedule, and train volunteers in accordance with our Kids Ministry Handbook.
- Greet and Show Hospitality to any Visitor or Person on the Phone

- Assist Kids Minister in training and overseeing Generation LINK staff assigned to Kids Ministry.
- Administrative Tasks
 - Correspondence – email/phone/letters
 - Word Processing
 - Database management (Set up events, reserve rooms, manage attendance)
 - Filing/organization
 - Preparing promotional materials as needed
 - Resource rooms, Kids Worship, and Nursery with appropriate lesson materials
- Child Check-in and check-out procedures
- Continuously evaluate and improve infrastructure, systems, facilities, equipment, and policies to better administer this growing ministry.
- Participate in staff meetings required for this position.
- Pursue excellence in communication with staff, parents, workers, and outsiders.
- Continue to improve skills and knowledge in areas of responsibility.
- Promote the unity and synergy of the church so that God may be glorified in all things.
- Assist with other duties as assigned by the Kids Minister.