



CHRISTCOMMUNITY

JOB DESCRIPTION

Kids Ministries Administrative Assistant

CHRIST COMMUNITY EXISTS TO MAKE GOSPEL-CENTERED DISCIPLES AMONG ALL PEOPLE FOR THE GLORY OF GOD.

THE GOSPEL ABOVE ALL

More than anything else, Christ Community is a church that is about the gospel.

Jesus tells his disciples and those who would follow, “All authority in heaven and on earth has been given to me, go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.”

We believe Jesus radically changes a person’s life. We are to remind ourselves daily that we have been set free from the power of sin and condemnation and to live in light of this freedom. We do not work for our salvation, but our salvation has been given to us freely by God himself through faith in Christ. Therefore, we are to live out the gospel of grace every day in our personal lives as well as with those we are around.

OUR CORE VALUES

**BIBLICAL AUTHORITY
INTENTIONAL WORSHIP
COMMITTED COMMUNITY
BUILDING FAMILIES
RADICAL GENEROSITY
PRAYERFUL DEPENDENCE
STRATEGICALLY SENT**

OVERVIEW

Purpose and Primary Responsibilities: The Kids Ministries Administrative Assistant will handle a wide range of administrative and organizational tasks for the church. This person must be exceedingly well organized, flexible, and enjoy challenges. While task oriented, this person will have a servant's heart. This employee must have the ability to interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment. Must remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. In addition to the specific responsibilities below, the Kids Ministries Administrative Assistant will be responsible for such duties as assigned.

ESSENTIAL RESPONSIBILITIES

- Assist the Preschool and Elementary Coordinators in Sunday and Wednesday preparation. This involves printing, cutting, and sorting curricular resources and staging supplies from the supply closet or ordering supplies.
- Use CCB to assist in scheduling volunteers, managing ministry groups, creating and managing forms, etc.
- Assist the Childwatch Coordinator for child watch events.
- Assist with preparation and execution of Vacation Bible Extreme and Kids Camp.
- Assist with the Caring Well screening process and maintain an accurate and up to date audit.
- Assist in communication with parents, volunteers, and other staff members.
- Attend weekly Kids Team meeting and weekly Discipleship Team meeting
- Attend monthly staff meeting.
- Represent the church with integrity and warmth in dealing with members, other churches, and the community.
- Assist with resource procurement for Kids Community
- Coordinate luncheons, meetings, conferences, and special projects such as agendas, reservations, materials, and minutes for Kids Ministry.
- Filing, data entry, mail sorting, mass mailings.
- Review, and/or edit applicable internal or external communications from pastors or ministry leaders to uphold integrity and standards in line with Christ Community's mission and purpose.
- Anticipate, seek, and help; actively looking for ways to take things off the Kids Pastor's plate to make them more effective.
- Be present on Sundays to help with Ministry needs as they arise.
- Be available for occasional events outside office hours.
- Other duties as assigned.

ESSENTIAL ABILITIES

- Highly proficient in Microsoft Word and Excel, with ability to create, organize, and maintain detailed spreadsheets.
- Learn and master church management software for the purpose of updating database, running reports, scheduling events, etc.
- Well organized with great attention to detail.
- Ability to accomplish tasks and the forethought to anticipate needs.

ESSENTIAL ATTRIBUTES

- Must model a deep commitment to Jesus.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must maintain membership at Christ Community Church.
- Must be highly organized with attention to detail.
- Must possess an attitude of service with a drive to accomplish our mission.
- Must agree with the Baptist Faith and Message 2000.

DETAILS

Full-time position. Salary commensurate with experience. Reports to the Associate Pastor of Kids Ministry.

Please send a cover letter and resume by email only to jobs@christcommunity.com.

Initials _____

Revised 12/5/2024