



Position: Children's Ministry Assistant (CMA)	Approval Date:
Department: Children's Ministry	Status: Part-Time 20 hours/week
Reports To: Early Childhood Minister (ECM) and Elementary Minister (EM)	Supervises: Children's Hospitality Volunteers
<p>Summary: The Children's Ministry Assistant (CMA) works with the Early Childhood Minister (ECM) and Elementary Minister (EM). This includes taking an active role in Sunday morning programming and the lead role in creating a culture of hospitality through Children's Check-In, regularly scheduled special events and service opportunities for families, and appreciation events for volunteers. This position coordinates Children's Check-In for Sunday morning and Wednesday evening programming; oversees a team of Children's Ministry Hospitality Volunteers (check-in workers and special events team); manages Children's Ministry social media accounts and website; manages Children's Ministry background checks, event registration/budgets/payments, and event calendar; and creatively contributes to the planning of VBS. The CMA assists in the planning and implementation of some church-wide events as hours permit. This role also serves on a rotating schedule as a Program Lead for Elementary and Early Childhood to allow the ministers to attend a worship service. The CMA will be able to attend worship services at least two Sundays per month.</p>	
<p>Required Education, Skills & Abilities: Must have excellent communication, organizational, and interpersonal skills. Must be highly relational and creative. Must have proficient computer skills and a willingness and capability of learning the CHCC database, CHCC communications systems, Microsoft Office, and Google systems. Must understand the need for a positive and appropriate social media presence, both personally and professionally.</p>	
<p>Physical Requirements: Must be able to travel to retreats and staff events, and be physically able to assist in setting up for programming and events. Must be able to interact and play with children. Must be able to lift and carry babies and toddlers.</p>	
<p>Essential Functions:</p> <ol style="list-style-type: none"> a) Serve as a Program Lead on a rotating schedule for Early Childhood and Elementary b) Cultivate a culture of hospitality through Children's Check-In c) Plan and lead regularly scheduled special events and service opportunities for children and families, and appreciation events for volunteers d) Implement discipleship components in events and service opportunities e) Oversee Children's Ministry Hospitality Volunteers (check-in workers and special events team) f) Coordinate Children's Check-In for Sunday morning and Wednesday evening programming g) Manage Children's Ministry social media accounts and website h) Manage Children's Ministry background checks, event registrations/budgets, and event calendar i) Assist ECM and EM in the planning of VBS j) Communicate regularly with ECM and EM concerning volunteer, family, and child issues k) Assist in the planning and implementation of some church-wide events as hours permit l) Be a positive, creative contribution and support to the Children's Team 	
<p>Essential Behaviors:</p> <p>General Responsibilities & Expectations of CHCC Employee</p> <ol style="list-style-type: none"> 1. Attend all scheduled staff meetings for your role, including combined staff meetings, and other meetings where you are to keep others up to date on projects and events going on in your area. 2. Be willing to assist in other aspects of CHCC's life together as we cover the main bases of ministry together. 3. Know and communicate pertinent information to staff workers in your realm of ministry. 4. Make sure the appropriate information concerning your department is regularly processing through your supervisors. 5. Observe the personnel regulations as listed in the Personnel Handbook (such as time off, appropriate interaction with the opposite gender, policy issues, etc.). <p>Qualifications and Profile of an Effective Minister/ Ministry Assistant/Manager</p> <ol style="list-style-type: none"> 1. Is committed to Christ and His church 2. Is passionate about the Mission and Vision of CHCC and is committed to doing their part in the "big picture" 3. Is a loyal team player 4. Has strong team-building abilities 5. Has the ability to recruit, train, retain and effectively oversee volunteers 6. Has excellent interpersonal relationship skills 7. Has the ability to think strategically and engage in short-term and long-term planning 8. Work with supervisors to maintain departmental budget 	



The Children's Ministry Assistant takes the lead role in planning and implementing regularly scheduled special events and service opportunities for families, and appreciation events for volunteers.

Anticipated monthly events:

Month	Event	Month	Event
January	Family/Children Event or Service Opportunity	July	Family/Children Event or Service Opportunity
February	Family/Children Event or Service Opportunity	August	Family/Children Event or Service Opportunity
March	Family/Children Event or Service Opportunity	September	Family/Children Event or Service Opportunity
April	Volunteer Appreciation Event Family/Children Event or Service Opportunity	October	Volunteer Appreciation Event Family/Children Event or Service Opportunity
May	Family/Children Event or Service Opportunity	November	Family/Children Event or Service Opportunity
June	VBS Praise & Play Night	December	Family Christmas Party

Anticipated weekly time commitments:

Day of the Week	Estimated Hours Spent	Notes
Sunday (office hours)	4.5 hours twice a month 2 hours twice a month 4.5 hours each 5th Sunday	8:00 am to 12:30 pm or 8:00 am to 10:00 am
Tuesday (office hours)	5	Staff Chapel/Meetings, Children's Team Meetings, In-Office work
Wednesday (office hours)	1*	Check-in set-up and tear down (*unless a volunteer is designated to cover this)
Thursday (office hours)	4	Administrative support, event planning meetings, etc.
Work-From-Home	5-7	Event planning and communication, volunteer scheduling and communication, website, social media, etc.
Special Events	TBD	Planning and implementation of monthly special events or service opportunities