

As a condition of employment at Idlewild Baptist Church, the employee agrees to abide by the Constitution and By-Laws of Idlewild Baptist Church. The employee is required to be a member of Idlewild Baptist Church in good standing. The employee also agrees to abide by and follow all guidelines of the Employee Handbook.

Ministry Position Ministry Assistant - Children Ministries

Title:

Reports to: Children’s Pastor

Department: Children Ministries

Position Status: Non-exempt, PT

Salary Level: 3

Ministry Purpose of this Position:

Performs administrative duties for both the Children’s Pastor(s) as well as the Elementary Director. Duties include extensive communications with church members, preparing reports, handling financial data/budgets, and special projects.

This person is also “on the ground” involved in Children’s Ministries on Sundays and special events as the Ministry Assistant to the Children’s Pastor.

SKILLS: Need strong skills in the following areas: Writing, Interpersonal, Organization, Diplomacy, Time Management and Verbal skills. Very strong skills required in Microsoft Programs, Software Skills, Social Media Skills, and Strong Communication Skills are required. Needs to be Flexible and Vivacious.

Summary of the Ministry Position: The Children Ministries position, must be a passionate follower of Christ, dedicated to excellence in ministry from office support, volunteer approvals, as well as overall management of the daily reports, financial diligence, promotion of Bible Fellowship in Fellowship One. Serve alongside a dedicated staff and is an intricate part of the Children Ministries Team.

Key Ministry Areas of Responsibility: *Responsibilities for this position can be added to, decreased, and/or modified within existing primary and secondary responsibilities.

Children’s Bible Fellowship

- Maintain various applications, such as Fellowship One, as it applies to Children Ministries.
- Adjust the attendance count to reflect accurate attendance in Children’s Bible Fellowship classes and Kids Worship.
- Update church member/visitor information, make corrections, and assemble reports including some with added codes through Excel to reflect information not readily available through Fellowship One, compare the current placement grid done manually with the information in Fellowship One for consistency.
- Prepare monthly classroom rosters, attendance reports and medical reports for CBF classrooms. Distribute to CBF leaders.
- Mail teacher postcards and send welcome letters to visitors. Provide new visitor information to Connections department.
- Assist in preparing approvals for volunteers to serve in Children Ministries, including checking membership, Pastoral approval, background checks and references, Ministry Safe training, Right Now Media training; and setting up appointments with the Children’s Ministry staff.

- Assist with promotion of children in F1.

Communication

- Work with Constant Contact in writing content, proof reading, and updating contacts.
- Assist Director/Pastor with monthly emails to teachers and parents with upcoming events, BF schedule info, and any other miscellaneous information.

Additional Administrative Tasks

- 1st time visitor letters
- Take notes at staff meetings.
- Assist Children Ministries staff in the use of the various applications and general computer operations.
- Process expense forms and submit a report with up to date financial status when needed.
- Update handbooks and other publications.
- Manage Google calendars.
- Answer Pastors/Director telephone in absence when assigned, email and other office duties.
- Weekly, type notes for Pastor Patrick's Meeting.
- Assist, as needed, in preparations for Retreats.
- Other duties as directed.

Special Events

- Including VBS, Premiere, Easter, Preteen Retreats and Christmas party
- Create and update IBC Intranet requests
- Create and update Service Provider Notes
- When requested, prepare emails to inform volunteers and attendees of upcoming events and volunteer needs
- Phone contact for Special Events
- Volunteers: Check membership, background checks, Ministry Safe, and reference calls for volunteer placement

Specific Roles in Accordance to The Ministry Assistant to The Children's Pastor includes:

Preschool, CBF, Kidz Cove, Kids Kare, Awana, Sulphur Springs, Special Needs, & Special Services/Events

Serve as a Communicator

- a. Write and design regular electronic communications to members, guests, and others
- b. Web site updates
- c. Communicate regularly with Ministry staff and High Capacity Volunteers

Serve as an Organizer

- a. Working with the Children's Pastor regularly to organize his time to accomplish targeted goals and objectives.
- b. Greet, receive, and accommodate walk-in guests.
- c. Schedule regular appointments with guests, kids, and leaders to build relationships.
- d. Work effectively with F1 to create meaningful reports, records, and other information useful to the Children's Ministry as a whole.
- e. Project management regarding Children's Pastor role.

- f. Project / Event ‘point’ person for Children’s Pastor as needed.
- Gather supplies for engagement speaking (Sundays, off campus, etc...)
 - Assist in Special Event Coordination (pre/during/post)
 - IBC Kidz Day, Retreats, One Day, Easter, Christmas, etc

Serve as an effective administrator

- a. Process expense forms for Children’s Ministry staff.
- b. Attend meetings, as required, including weekly staff meeting and various planning meetings.
- c. Assist/support with a wide variety of clerical/administrative needs as requested

Additional Ministry areas of responsibility: N/A

Work Hours/Schedule: This is a 40-hour week position that is required from 8:30-4:30 Monday, Tuesday, Wednesday, Thursday and two hours on Sunday during Awana and/or parenting class. Some flexibility needed and required at other times.

Education required and preferred: A Bachelor's Degree.

Experience required and preferred: Minimum of at least 2 years

Skills required and preferred: Excellent verbal and written communication skills required. Proficient with computer Microsoft programs, which includes excel, mobile device phone user, social media savvy, flexible and ability to multi-task.

Characteristics required and preferred: Evidence of Christ-like character in all relations. Must be a joyful individual that exhibits the fruit of the spirit in their daily life. Must be an example of servant leadership to our Children's Team. Desires to glorify God in their work; by attending Worship Services, participates in a small group, and found to be a faithful servant.

Physical required and preferred: Must be able to participate in all Children Ministries activities that require minimal lifting, standing, sitting, climbing stairs, jumping and overall physically fit.