



4000 Route 202 | Doylestown, PA 18902
covenantdoylestown.org | 267.880.3713

Children's Ministries Assistant Job Description

Vision Statement:	<i>"Building a Community... to Reach a Community"</i>
Time Commitment:	<i>Part-Time Staff Position (approx.. 30 hrs. per week)</i>
Organization Role:	<i>Reports directly to the Children's Ministries Pastor</i>

Responsibilities:

- **Ministry Oversight:**
 - Collaborate with CM Pastor concerning the vision of Children's Ministries and the methods for implementing strategies
 - Assist as point person on Sunday mornings (for Sunday's children's programs) and Wednesday evenings (for the mid-week elementary school program)
 - Oversee Saturday night services directly – scheduling volunteers, prepping classrooms, and troubleshooting – stepping in to sub as needed
 - Assist the CM Pastor in all other duties as needed: planning and executing events for teachers, children, and families; training volunteers (specifically youth assistants); leading/teaching
- **Administrative Duties:**
 - Oversee the classrooms (replenishing supplies, cleaning up materials, assisting in changing bulletin boards, and setting up for the upcoming services)
 - Oversee the preparation for lessons (locating and/or purchasing supplies, prepping materials, etc.)
 - Organize and maintain the curriculum closet, providing input regarding the curriculum materials and supplies – ordering and restocking supplies as needed
 - Oversee the use of MyCovenant database for Children's Ministries: troubleshooting check-in problems, keeping attendance, running reports, and sending out communication to groups as needed

Qualifications/Skills Required:

- 1-2 years of experience in children and/or family ministry with education to support this
- Excellent computer, organization and communication skills
- Positive team player, self-motivated individual committed to excellence
- One who can demonstrate character, core values and lifestyle compatible with a Christ-centered ministry
- One who is willing to embrace the mission and strategic plans of Covenant Church