

COVENANT CHURCH

CHILDREN MINISTRY ASSISTANT

Position Description

At Covenant Church, our Children's Ministry is not just about programs, it's about people. We are passionate about creating a Christ-centered, safe, and welcoming environment where the youngest members of our church can grow spiritually, and families can build meaningful relationships. We are seeking a dedicated Children's Ministry Assistant to partner with our Children's Ministry Director to support, strengthen, and sustain this vital ministry.

Responsibilities

- **Coverage, Continuity & Safety**
 - Provide leadership continuity when the Director is unavailable (illness, personal emergencies, time off)
 - Ensure programs run safely and smoothly on Sundays and mid-week nights.
 - Reinforce safety protocols and volunteer accountability
- **Support That Sustains the Director**
 - Offer tangible spiritual and emotional support to the Director
 - Provide administrative assistance and margin so the Director can lead pastorally
- **Ministry Impact & Logistics**
 - Handle weekly lesson set-up and prep (snacks, supplies, materials)
 - Monitor and manage supply inventory
 - Assist with logistics for events like Shape Adventure Week (SAW) and other large gatherings
 - Maintain and organize the children's ministry resource room
 - Draft weekly communication to parents and volunteers
 - Support with volunteer coordination and parent check-ins
 - Help facilitate mid-week programming such as Wednesday night Shape

Characteristics

- Passionate about children and discipleship
- Organized, dependable, and detail-oriented
- A team player with a heart to serve and support ministry leaders
- Comfortable with administrative tasks and communication
- Spiritually mature and aligned with Covenant Church's mission and values

Qualifications

- Strong leadership, organizational, and communication skills. Proficient in technology and collaborative work.

Oversight Communications:

- Part time-15 hrs/week/
- Reports to the Children's Director