

**Job Title:** Assistant Administrator, Children's Ministry (Midtown)**Reports to:** Coordinator, Children's (Midtown)**Employment Status:** Occasional (up to 10 hours)**Staff Classification:** Operational**Sunday Hours:** As requested**Compensation Basis:** Non-Exempt

**Job Purpose:** To provide assistance to the coordination for the campus Children's Ministry (including some administration), fostering smooth and continuous operations throughout.

**Duties:**

## Campus Administration

- Administrate campus Children's Ministry database
- Ensure proper setup of check-in and communicate if there are issues/problems
- Communicate weekly with workers
- Schedule all volunteers and paid workers

## Coordination

- Assist Coordinator in the planning and managing of Sundays and events/occurrences
- Administrate Children's Ministry Policies, Procedures and Best Practices
- Assist in cultivating a collaborative spirit of servanthood between congregants of both services

## Leadership Development

- As directed by Coordinator, recruit, train and develop volunteers and paid ministry workers
- Participate in required staff meetings and collaborate with staff

## General Ministerial Duties

- Model Grace Bible Church's mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word
- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- Be available to provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)
- Be available for spiritual counseling (MOD), as scheduled or needed

## General Administration

- Financial
  - Administrate Visas of self and others, as necessary
  - Properly submit check requests, invoices, receipts and money
  - Understand and oversee departmental budget
- Communication and Worship
  - Submit Media and Worship Request forms and communicate needs and changes through process
  - Manage Google Calendar(s), following proper protocol and procedures
- Database
  - Oversee all data entry for department and train other members of department
  - Provide information for proper set-up of events and registrations
- Facilities
  - Reserve rooms for events and meetings
  - Ensure proper setup, take down, and clean-up of facilities by training and delegation
- Congregation
  - Serve as primary source of contact between department and congregation, managing phone calls, emails and other inquiries
  - Communicate important dates and events using appropriate Communication Team guidelines
- Personnel
  - Administrate Serve Application (if applicable)
  - Manage out of office dates for department

Other duties, as assigned

**Qualifications:**

- A committed and growing Christian in a strong relationship with a local, Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 2 years' experience in this/related field preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Demonstrated capacity for professional administration
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational, and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

See GBC Human Resources Policy for further information  
Revised February 2024