



May 31, 2017

## **Children's Ministries Assistant (CMA)**

### **Job Description**

#### General Info

- Supervised by the Director of Mission and Faith Formation (Director)
- 10-12 hours per week, including 4-5 hours on Sunday mornings
- Workload will be heaviest during the program year (August – May)
- Primarily responsible for supporting programs for children (birth – 7th grade) that have been developed by the Director and the Children, Youth and Families Committee of the Session.
- Will work on both collaborative and individual assignments.

#### Duties

- Collaborate with the Director to support the following programs:
  - Sunday morning nursery care
  - Sunday 9am hour (breakfast club, child care, etc...)
  - Sunday education hour (Bible Story Room, Bible Trek, etc...)
  - Worship support activities for children and parents
  - Children's music program (mainly logistical support for children's choir director)
  - Middler (5th-7th grade) programming that may include monthly Sunday afternoon outings, worship experiences, special events and retreats
  - Special Events that include seasonal celebrations and worship events
  - Other programs or activities that may need support as determined by the Director (such as mission, retreats, etc...)
- Preparation and Administrative Tasks
  - Maintain a current list of all children on the rolls with their parent's information and any special needs
  - Work with the Director to determine what supplies need to be prepared and/or purchased to support the upcoming ministry programs
  - Regularly take inventory of closets and cabinets on the education floor (3<sup>rd</sup> floor) and order supplies as necessary within the specified budget, in addition to keeping these areas organized and useful for volunteers.
  - Create/maintain bulletin boards and displays on the 3rd floor
  - Meet with Director regularly to determine a work flow schedule, needs of programs and volunteers and to discuss overall goals of the program and how they are being met