

Salem Church

KID'S MINISTRY ASSISTANT JOB DESCRIPTION



SALEM VISION FRAME

Values: Biblical Truth, Extravagant Love, Selfless Service, Intentional Community, Future Generations

Mission: Living lives of love **with God, in community and on mission.**

Marks of a Disciple: Gospel Believer, Focused Follower, Peace Maker, Humble Guide

Strategy: Cave•Table•Road | Gather•Connect•Invest

PURPOSE

The purpose of the Kid's Ministry Assistant is to help cultivate a relational disciple-making culture around Salem's mission and vision by providing meaningful opportunities for children and families to grow in their relationship with God and in community with His people.

TIME, REPORTING, COMPENSATION

The Kid's Ministry Assistant will be a part-time, 10 hours a week, position. Compensation will be determined by the Board of Elders. Reporting will be determined by the Senior Pastor.

POSITION OPPORTUNITY | DESCRIPTION

There is an opportunity for an assistant to the Director of Kid's Ministry to partner with families and leaders in "...telling the coming generation of the glorious deeds of the Lord that they might put their hope in Him." [Psalms 78:4,7].

The Kid's Ministry Assistant will engage in supporting the Kid's Ministry Director to maintain the systems and structures to promote the opportunity listed above.

REQUIREMENTS

- A born-again Christian.
- Integrity to uphold the values of the EFCA in agreement with the EFCA doctrinal statement and affirmation of and agreement with Salem's statement of faith.
- Ability to learn, or have a working knowledge of, the Office 365 Suite to include Excel, Word, PowerPoint, Outlook, Publisher.
- A desire to see children come to faith in the Lord and grow in their understanding of what it looks like to live out their faith.

COMPETENCIES

- Organizational skills
- Team orientated
- Supportive
- Learning agility in technology and program usage for efficient work completion.
- Problem solving
- Communication skills, grace based, for effective communication both written and verbal.
- Motivated to work independently
- Flexible to changes and improvements

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- An essential function or responsibility
 - For the Child Protection Policy: Support Director in development and maintenance of the Policy, maintain background check schedules for Kid's Ministry staff and volunteers and onboarding and continued training on the Policy with leaders.
 - For ministry safety, maintain and communicate on drop off and pick up process for kids.
 - Engage in Sunday and Wednesday programming including hospitality and program coverage.
 - Keep social media [web page, Facebook] updated to promote Kids's Ministry.
 - Creating presentations for promoting Kid's Ministry.
 - Provides documents for volunteer and leader training – cascading roles and expectations for each Ministry sub-section. [Nurse, Pre-School, Elementary]
 - Acquire working knowledge of CCB [Church Community Builder]
- Participate, as available, in any meeting involving Ministry Staff. On occasion there may be a required meeting or training, where Supervisor will determine attendance.

WORK ENVIRONMENT & REQUIREMENTS

- Environment includes working inside temperature-controlled building.
- Environment outdoors during periodic church events - rare
- Equipment requirements: Computer and general office equipment provided by Salem
- Essential functions include sitting, standing, walking, climbing both up and down stairways and general lifting to aid in placing resources. The facility has a wide layout requiring movement to and from offices and general gathering places while on the property.
- Work requirements are both on-site hours and where appropriate, off-site for days/hours to accommodate the work required for the Assistant.

Additional Notes

Software being used in 2024 non-inclusive: CCB Church Community Builder, Planning Center, Pro Presenter, Sounds Boards, Office 365

REVIEWED BY:	Veronica Wyland	DATE:	05.07.24
Approved by:	Seth Dunham, Lead Pastor	Date:	05.07.24
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