



KIDS DISCIPLESHIP MINISTRY ASSISTANT

JOB DESCRIPTION

Part-time, non-exempt, 20 hours/week. Reports to the Pastor of Kids Discipleship. 15 hours per week for Kids Discipleship and 5 hours per week for Women's Discipleship.

The Kids Discipleship Assistant assists the Pastor of Kids Discipleship and Kids Discipleship team with administrative duties to support the overall Family Discipleship Ministry effort and assists the Director of Women's Discipleship.

QUALIFICATIONS & REQUIREMENTS

- Agree with Providence Baptist Church's Statement of Faith
- Testify to a personal faith in Jesus Christ
- Demonstrate a lifestyle that glorifies God in actions, words, and deeds
- Ability to compute own work hours and log them in the church's online payroll system

RESPONSIBILITIES

- Assist Kids Discipleship with ministry efforts to partner with families in the discipleship of the next generation
- Provide communication and support for Kids Discipleship ministry events in areas such as promotion, scheduling, processing registrations/payments, scheduling catering, etc.
- Assist in planning an annual calendar for Kids Ministries and assure that all events are on the church calendar and spaces are reserved through EventU
- Oversee Elementary Life Group, Nursery, and Preschool classes and records and submit and/or request reports to/from membership services as needed
- Complete financial duties (check requests, expense reports, receipts transmittals, visa charges, etc.)
- Assist in ordering curriculum and distributing to relevant volunteers
- Assist Kids Discipleship team in scheduling and providing leadership training and volunteer appreciation
- Help with the onboarding process of new volunteers by submitting and processing background checks and clearing church members to serve in Kids Discipleship environments
- Attend weekly Kids Discipleship meetings, monthly family discipleship meetings, monthly discipleship meetings, monthly all staff meetings, and weekly staff prayer time
- Perform other duties as assigned

APPLY

Visit pray.org/apply and fill out the application.