

**Job Title: Children’s Ministry Assistant**

**Reports To:** Director of Children’s Ministry

**FLSA Classification:**  Exempt  Non-Exempt

**Status:**  Full-Time  Part-Time

**Position Summary**

The Children’s Ministry Assistant is responsible for assisting the Director of Children’s Ministry in the planning, preparation, and execution of children’s programs and events that will further the mission and values of our church. This person works between 12 to 15 hours each week: Sunday mornings, flexible scheduling Monday through Thursday, and occasional Sunday evenings and special events.

**Position Responsibilities**

- **Sunday Morning Support:** Assist with the setup, execution, and cleanup of Sunday morning children’s programs; Greet and check in families, ensuring a welcoming and safe environment; Support teachers and volunteers in classrooms, as needed.
- **Administrative Assistance:** Organize and maintain supplies, curriculum, and other resources; Assist with volunteer scheduling, communications, and training; Update ministry calendars, documents, and rosters as needed; and assist with other tasks as directed by the Director of Children’s Ministry.
- **Event Planning and Execution:** Collaborate on planning and executing special events, such as Vacation Bible School (VBS), Summer Camp, and holiday celebrations.

**Essential Experience and Skills**

- A vibrant and growing relationship with Jesus Christ.
- Passion for working with children and their families.
- Strong interpersonal and communication skills.
- Ability to work well in a team and independently.
- Organizational skills and attention to detail.
- In agreement to mission and values of Buncombe Street Methodist Church.
- Proficiency with Microsoft Office: Word, Excel, PowerPoint.
- Must be available to work Sunday mornings and some evenings, and occasional special events.
- Must pass a background check and take Safe Sanctuary Training (annually).

**How to Apply:**

To apply, send your resume and a cover letter to our Director of Children’s Ministry: Katie Kizer, [katie.kizer@buncombestreet.com](mailto:katie.kizer@buncombestreet.com)

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.