



Job Title: Children’s Ministry Associate

Reports to: Director of Children’s Ministry

FLSA Classification: Exempt Non-Exempt

Date Drafted: March 2026

Status: Full-Time Part-Time

Position Collaborates with: Children’s Ministry Board, Nursery Staff, Church Staff

Position Summary

The Children’s Ministry Associate provides leadership and vision for the nursery and preschool ministries, serving children from birth through preschool and their families. This role works in close partnership with the Director of Children’s Ministry to carry out a unified vision for discipling the next generation. The Associate creates a safe, welcoming, and spiritually rich environment where young children experience God’s love and begin building a foundation of faith. They equip and encourage volunteer teams and partner with parents as the primary disciple-makers. This role also collaborates across all areas of children’s ministry to ensure alignment from the earliest years through elementary, supporting a clear and intentional pathway of faith development within the mission of the church.

Position Responsibilities

Ministry Leadership & Programming

- Implement age-appropriate, gospel-centered curriculum and programming for nursery and preschool environments, including Sunday School and special events.
- Create engaging, welcoming, and safe ministry experiences that foster early spiritual development.
- Support the strategic Children’s Ministry vision for birth through preschool ministry aligned with the church’s mission and values.

Family Engagement & Discipleship

- Serve as the primary ministry contact for families with infants and preschool-aged children.
- Lead parent equipping opportunities, including classes, mentoring pathways, and spiritual resources.
- Create and implement meaningful milestone moments (e.g., new baby recognition, baptism, birthdays, first Sunday School experience, kindergarten transition).
- Partner with ministries (e.g., MomCo and similar groups) to provide spiritual support and community for parents.
- Develop intentional pathways to connect Child Development Center DC families into the life of the church through communication, events, and relationship-building.
- Support and participate in church-wide events and initiatives that engage young families.

Volunteer & Staff Leadership

- Recruit, train, schedule, and shepherd volunteers across nursery and preschool ministries.
- Provide ongoing coaching, encouragement, and appreciation to cultivate healthy, sustainable volunteer teams.
- Oversee nursery staff, including scheduling, supervision, and performance support.
- Ensure all Children’s Ministry volunteers and nursery staff are equipped and compliant with safety and Safe Sanctuary policies.

Ministry Collaboration

- Partner with the Director of Children’s Ministry in ministry planning and discipleship strategy.
- Support retreats, missional events, and youth-wide events as needed.

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

- Participate in church-wide initiatives and ministry collaboration across departments.

Administrative Support of Children’s Ministry and Director of Children’s Ministry

- Maintain systems for scheduling, communication, curriculum management, and ministry organization.
- Ensure all environments meet safety, cleanliness, and security standards.
- Oversee/order supplies for Sunday School classroom and activities.
- Support all children’s ministry programming through Realm registrations, logistical support and communications.
- Ensure rooms and security kiosks are set up and ready to receive children on Sunday mornings.
- Other duties as assigned by the Director of Children’s Ministry.

Essential Skills

- Strong personal commitment to Christ and a calling to ministry.
- Bachelor’s Degree in a ministry-related major preferred.
- 2+ years of experience in children’s ministry or related field preferred.
- Agreement with the theological beliefs of Buncombe Street Methodist Church.
- Passion for discipling children.
- Commitment to prayer and spiritual leadership.
- Ability to teach Scripture and communicate effectively with children.
- Strong relational, organizational, and leadership skills.
- Ability to recruit, equip, and shepherd volunteers.
- Works well in collaborative environment.
- Strong communicator with children, parents, and volunteers.
- Adaptable, organized, and solution-oriented.
- Demonstrates integrity, humility, and a strong work ethic.
- Flexible schedule to accommodate Sundays and weekend events.
- Working knowledge and use of Microsoft Office suite.
- Experience with Canva, Constant Contact, Realm, and/or Espace preferred.

Mental & Physical Demands – ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

Statement of Faith

Buncombe Street Methodist Church is part of the Global Methodist Church and is committed to Wesleyan beliefs centered on the saving grace of Jesus Christ, authority of Scripture, and a life shaped by holiness. We expect all employees to support this mission by helping create a gracious, Christ-centered environment. While not every position is a formal ministry role, all employees are encouraged to serve others with integrity, kindness, and a spirit that reflects the love of Christ.

This job description outlines the primary duties and expectations for the position but is not an exhaustive list. Responsibilities may be adjusted or added at the discretion of the supervisor. This document does not represent a contract of employment and does not alter the at will employment relationship.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor	Manager/Supervisor Signature	Date Signed

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