

# TRINITY BAPTIST CHURCH – KERRVILLE, TX

## JOB DESCRIPTION

### Assistant to the Minister of Children

**Direct Supervisor:** Minister of Children

**Associate Supervisor(s):** Minister of Business Administration

**Employment Category:** Regular Full Time, Non-Exempt

### Principal Function:

This position is to assist the Minister of Children in fulfilling the ministry assigned to him/her by the church.

### Specific Qualifications:

- Capable of working in/learning Microsoft Word, Excel, Shelby Next and Publisher.
- Capably handle the internet, social media and email.
- Have a working knowledge of Canva, Avery Design/Print and Adobe Acrobat.
- Be willing to train on and utilize a variety of ministry specific computer programs.
- Be able to pick up, carry, bend and distribute supplies and curriculum (5-10) lbs from Room 167 to the East Gym Door, unassisted.

### Duties & Responsibilities:

#### Children's Ministry

- Coordinate childcare for all TBC events and Children's Ministry events, including Sundays and Wednesdays.
- Maintain volunteer calendaring system which contains volunteer information and schedules.
- Coordinate and confirm Teachers for Bible Studies and Extended Session (emailing out monthly lists and weekly confirmation phone calls).
- Find substitutes for teachers when needed.
- Prepare and distribute lists for teachers as needed as well as for Promotion Sunday.
- Prepare weekly children's worship bags.
- Purchase supplies for Children's Ministry and children's resource room.
- Process receipts for Children's Ministry.
- Help coordinate, track expenses and orders for all events and ministries.
- Help Minister with registrations for camps and events and any track any monies received and check requests.
- Calendar events for Children's Ministry.
- Create handouts, fliers, and ads for Children's Ministry.
- Help with social media/promotion of all Children's Ministry events.
- Distribute Bible Study materials and devotionals quarterly.
- Assist with the processing of children/family visitors and member information in Shelby Next.
- Design forms for various Children's Ministry needs.

- Attend and help organize any specialty events as needed (Easter, VBS, Camps, First Blessing, Bethlehem etc.)
- When CDO coordinator is not available, answer phone calls for CDO and take information for the CDO Coordinator.
- Other duties as assigned by the Minister of Children.

**General Staff**

- Check and handle mail, email, and phone messages daily.
- Attend all regular and special staff meetings.
- Greet and assist office visitors and answer main phone as necessary.
- Exhibit a friendly and courteous manner at all times.
- Work and interact cooperatively with church members, ministerial staff, and church staff.
- Demonstrate flexibility in schedule and responsibilities.
- Maintain confidentiality and trust.
- Assist with general staff office responsibilities, perform backup responsibilities, and assist with office work requests as needed and as assigned.
- Adjust regular work schedule to provide general office coverage and backup due to office staff vacations and other scheduled or non-scheduled absences.



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