

Brentwood United Methodist Church
Assistant to Children's Faith Formations Director

Reports to: Children's Faith Formations Director

Ministry Description: The mission of the Assistant to the Children's Faith Formations Director is to assist the children's ministry staff in partnering with families and the church community to guide children in their growth as disciples of Jesus Christ for the transformation of the world.

Classification: Part-time, 10 hours, non-exempt.

Work Schedule: Sunday morning 8-12 AM, Monday & Tuesday 10 to 12 AM

Education and Experience:

- Bachelor's degree preferred
- Training and/or experience in education or child development preferred.
- Understanding and appreciation of children's ministry preferred.

Qualifications:

- Committed to Christ
- Excellent communication skills
- Ability to work with and communicate to diverse groups of people (volunteers, families, etc).
- Creative thinker and problem solver.
- Highly organized, motivated, and task-oriented.
- Ability to complete task in a timely manner. Ability to self-start projects when needed.
- Understanding of children's ministry curriculum.
- Ability to plan for programs and events well in advance.

Physical Requirements:

Must be able to stand/walk and be an active participant in prep work and children's activities as needed.
Must be able to lift and move items up to 25 lbs.

Job Responsibilities:

- Assist the Children's Faith Formation Director in the planning and preparation of weekly Sunday School lessons, including discerning activities that should be done/skipped and what materials to provide.
- Be present during the Sunday School hour each week to assist the Children's Faith Formations Director with the supervision of both preschool and elementary Sunday School.
- Assist with the organization, purchasing, and stocking of all Children's ministry supplies and materials.
- Address and send Birthday cards to children connected to the ministry
- Oversee the prep and organization of curriculum quarterly transitions
- Assist the Children's Faith Formations Director in planning and implementing volunteer appreciation events as needed.
- Assist with the vision and implementation of Children's Ministry family and Milestone events as needed.
- Any other miscellaneous office/administrative tasks deemed necessary by the Children's Faith Formations director.