



Children's Ministry Administrative Assistant (Early Childhood)

Job Description

www.summitpoint.org

TITLE: Children's Ministry Administrative Assistant (Early Childhood)

EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:

Preach Boldly; proclaiming the truth of God. (Nehemiah 8:8)

Worship Authentically; celebrating the person of God passionately and completely. (John 4:24)

Pray Dependently; approaching the presence of God fervently and expectantly. (1 John 5:14)

Witness Courageously; sharing the gospel of God wisely and respectfully. (1 Peter 3:15)

Gather Purposefully; engaging the people of God transparently and hopefully. (Hebrews 10:19-25)

Plant Strategically; building the church of God locally and internationally. (Acts 14:21-23)

POSITION OBJECTIVE:

Work with the Early Childhood Director to lead and develop life-giving and life-changing children's ministries at Summit Point Church.

PERSONAL COMMITMENT TO THE VISION OF SUMMIT POINT CHURCH:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services.
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point.
- Work for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation.
- Witness of Christ by regularly being part of the outreach ministries of Summit Point Church and by personally sharing his or her faith with others.
- Must be a member of Summit Point Church or be willing to become a member as part of the hiring process.

SPIRITUAL & CHARACTER QUALIFICATIONS:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- Have a history of moral purity.
- Be a self-starter with drive, passion, and initiative.
- Be teachable and willing to be held accountable.
- Be a team player with a positive attitude.
- Have the attitude of a minister. Be able to minister more than you need to be ministered to.

PROFESSIONAL QUALIFICATIONS:

- Love to speak with and assist others.
- Have excellent relational and interpersonal skills.
- Have previous office administrative experience.
- Have good oral and written communication skills.
- Have great attention to detail.
- Have the ability to develop and enhance systems and processes.
- Proficient computer skills are helpful in *Microsoft, Adobe, Word, Excel, and Canva*.
- Have an aptitude to learn the *Planning Center Online (PCO)* church database.

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION:**(Primarily in Early Childhood)**

- Set up weekly classrooms for Sundays and Wednesdays.
- Join and assist the Children's Ministry Staff on Sundays at 9:00am or 11:00am as well as on Wednesday nights at Impact Kids, which runs September through April.
- Assist with the curriculum for Sundays and Wednesdays. This includes printing, proof-reading, developing games/activities, creating stage décor, etc.
- Assist at special events, such as Child Dedications.
- Assist with VBS. This includes creating leader sheets and take-home sheets, putting together small group leader bins, setting up rooms, preparing classroom signs, etc.

SALARY AND BENEFITS:

- A competitive hourly wage and benefits package commensurate with experience will be provided.
- This is a full-time position (40 hours/week avg. – Sunday through Thursday).
- Serious candidates should e-mail or send a cover letter and resumé to:

Attn: Steve McGinnis, Business Pastor
Summit Point Church Peoria
Children's Ministry Administrative Assistant (Early Childhood)
401 Cimmeron Dr., East Peoria, IL 61611
smcginnis@summitpoint.org

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