

Job Title: First World Ministry Assistant

Job Focus: First World Large Group, First World Small Groups, First World Welcome Teams, CM Security

Reports to: Minister of Preschool & Children

Supervises: Volunteers

Functions: Accountable to the Minister of Preschool & Children, in consultation with the Personnel Committee, for ensuring ministry to children and their families as outlined in the responsibilities below.

Duties and Responsibilities:

- Oversee First World by leading teams to produce an excellent experience for Infants – 4K every Sunday morning. Areas of responsibility include every aspect of these weekly productions including, but not limited to Set Design, Tech Team, Missions Moments, Worship Team, Host Team, Bible Story Team, etc.
- Coordinate First World Small Groups and Small Group Leaders (SGL). This includes, but is not limited to, curriculum prep, sub process, regular communication with SGL's, scheduling of SGL's.
- Oversee, in conjunction with the Minister of Preschool and Children, family experiences to produce an excellent worship time for families. These will happen periodically (ex. Jingle Jam).
- Coordinate Sunday evening activities for preschoolers. This includes, but is not limited to Mission Friends, staffing, and supply coordination.
- Coordinate & coach First World Welcome Teams. This includes, but is not limited to, monthly schedules, training of check-in process, computers, tablets, First Time Guests, and maintaining supplies in the welcome center area.
- Ensure that all rooms and resource areas are stocked and ready for Sundays / special events through use of the Prep Team.
- Work with the Minister of Preschool and Children to provide training and communication to all teams.
- Assist in planning large events for children / families. These include, but are not limited to VBS, Fall Event, Jingle Jam, Parent Night Outs, etc.
- Assist the Minister of Preschool and Children in the following areas:
 - Volunteer enlistment, training and appreciation
 - Safety and security
 - All forms of communication to families and volunteers
- Manage budget line items directly associated to ministry area within the guidelines of the approved budget and purchasing policies of the church.
- Attend weekly CM Staff Meetings and an annual conference (i.e. The Orange Conference).
- Serve as a member of the Children's Ministry Leadership Team
- Assist with other events and tasks as needed and assigned.

Job Description Classification: Salaried Part-Time (Sundays from 8:00AM -12:30PM & about 18 office hours a week).

Qualifications:

- You love God
- You are a Christian who models an authentic Christian lifestyle reflecting the highest moral character
- You care about the kids and families in our community
- You possess administrative, communicative and organizational skills
- You have the ability to be reliable, creative, resourceful and flexible
- You are willing to become a member of FBC Fort Mill.
- You have completed the application, background check and interview process

