

# [CHURCH NAME]

## Children's Ministry Assistant Job Description

### PRINCIPAL FUNCTION

The Children's Ministry Assistant/Secretary serves as a secretary to the Director of Children's Ministry.

### RESPONSIBILITIES

- Type all correspondence for the Children's Ministry programs.
- Maintain office files and records.
- Prepare materials for church programs related to preschoolers and children.
- Maintain personal data and accounts receivable records for preschool and children's kindergarten and daycare.
- Assist director in planning work schedules, curriculum and activities for preschool and children's daycare.
- Assist Children's Ministry Director in pupil placement, class organization, faculty meetings and training for staff.
- Maintain records of kindergarten and daycare staff personnel.
- Accept additional responsibilities as deemed necessary.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_