



## North Creek Presbyterian Church Job Position Description

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Job Title: Family Ministry Assistant

Reports to: Head of Staff Pastor through Administrative Manager

Accountable to: Session through the Family Ministry Team

**Job Description:** Support the Family Ministry through regular and assigned tasks of administration and communication, including occasional event planning and attendance. Family Ministry includes Youth Ministry (Grades 6-12), Children's Ministry (grades pre-K to 5), and Nursery Ministry (birth to age 4).

**Faith and Calling:** Demonstrates a personal faith in Jesus Christ as Savior and Lord consistent with basic tenets of reformed faith, and a genuine sense of God's call to this ministry and service. Conducts oneself in a manner consistent with Scripture and feels called by God to serve in the leadership of the church.

**Qualifications:**

- Experience working, volunteering, and/or participating in church-based Family Ministry
- Social media and web-based computer skills
- Strong administrative and communication skills
- Self-motivated; able to prioritize and organize time and tasks efficiently
- Ability to establish and maintain cooperative and effective working relationships

**Responsibilities/Expectations:** *See page 2 for detailed list of job tasks*

- Schedule volunteers with email and web-based applications
- Manage volunteer training: scheduling, registration, materials, and records
- Maintain attendance database & sign-in procedures
- Facilitate check requests, track budget
- Facilitate background checks; submit quarterly volunteer hours
- Manage supplies, equipment, & curriculum resources for Family Ministry
- Generate communication announcements and reminders for Family Ministry
- Provide administrative support for Family Ministry events, attending as necessary

**Work Schedule:**

Part time, 20 hours per week.

**Compensation:**

Hourly, non-exempt

## *Detailed Job Duties*

### **Attendance Records & Database**

1. Set up sign-in procedures for Nursery, Sunday School, Youth, & Special Events
2. Develop training module for registration volunteers
3. Enter attendance into database (weekly); send regular reports to pastor & ministry leaders
4. Develop new family information sheet & procedure

### **Communication & Contact**

1. Communicate ministry information (events, studies, etc.) to parents and teens
2. Send welcome packet to new families
3. Publish regular web/email family ministry updates (e.g. weekly newsletter, event flyers)
4. Copying & mailing as necessary
5. Update “Remind” App with youth event info
6. Post events and information on social media (Facebook)

### **Volunteer Staff Support**

1. Manage schedule of Sunday School teachers (distribute poll, follow-up)
2. Manage schedule of Nursery volunteers (distribute poll, follow-up)
3. Distribute curriculum to teachers and childcare workers
4. Publish recruitment announcements for family ministry volunteers
5. Volunteer background check management
6. Process nursery worker timesheets monthly

### **Educational Setting Organization & Upkeep**

1. Develop request form & needs response process
2. Weekly environment inspection – technology, supplies, safety, cleanliness
3. Supply replenishment purchasing

### **Family-Related Strategic Venture Support**

1. Family outreach events (BBQ, SBC, etc.)
2. Facility development proposals (Youth Room, Kids’ play area, etc.)
3. Parent Drop-in/Play dates (Set up, welcome, records, promotion)
4. Mothers of Preschoolers (MOPS)
5. Children’s classes or choirs