



North Creek Presbyterian Church Job Position Description

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