



Children's Ministry Associate

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

Job Title: Children's Ministry Associate
Department: Children's Ministry

FLSA Status: Non-Exempt
Reports to: Children's Minister
Regular Hours Per Week: 15-20

Position Summary:

To support Children's Ministry by providing oversight and leadership to a variety of special events and programs within FellowshipKIDS, helping Children's Ministry move forward with the purpose and passions of the church.

Essential Skills & Experience:

- Good communication skills
- Good people skills
- Good organizational skills
- Good problem-solving skills

Position Responsibilities:

- Provide support on Sunday morning (8:30-11:00 AM) to CM, specifically supporting staffing, providing hospitality and assistance to volunteers, floor management, ensuring risk management guidelines and Children's Ministry values are being met
- Support Wednesday evenings CM programming by preparing rooms and curriculum/leading a group/planning and leading large group time on a rotational basis.
- Assist Children's Ministry leadership with preparation of CM Staff meetings and FK volunteer team trainings by planning and executing the hospitality components of these events (a welcoming environment and meal planning)
- Assist Children's Ministry with planning and preparation for volunteer appreciation events and consistent expressions of volunteer appreciation.
- Assist CM Leadership and Mission's Leadership with coordination and implementation of on-going missions related programming during the year within FellowshipKIDS.
- Assist with faith at home opportunities, including FK2go boxes for Holy Week, Summer, and Advent.
- Participate in other projects and initiatives within Children's Ministry as needed.
- Attend staff and departmental meetings and training sessions as directed and scheduled.

Education and Experience

- An Associate's or Bachelor's degree with a minimum (2) two years of administrative experience.
- Proficient in Microsoft Office Suite with ability to learn new technologies specific to Fellowship Bible Church.
- Prior experience in church or nonprofit environment is a plus.

Markers of an Ideal Candidate:

- A team player who leads with authenticity, patience, and a "people-first" attitude.
- A champion for the purpose of Fellowship Bible Church and where Children's Ministry fits within that purpose.
- One who has a heart to know God more.