



Staff Position: kidLIFE Assistant

Status: Part-time

Reports to: kidLIFE Director

FMC Vision: We believe that life is experienced better together through a relationship with Jesus Christ and other believers.

FMC Mission: To make disciples of Jesus Christ.

This will be done by intentionally cultivating our strategy:

LIFE Better Together

- L. Living in community
- I. Investing in others
- F. Focusing outward
- E. Encountering God

Description: First Methodist Conroe (FMC) offers high quality programming for children in the nursery and through early elementary school. Our Children's Ministry, known as kidLIFE programming, is a cornerstone of FMC's identity and mission. The kidLIFE Assistant is responsible for helping to provide a safe, loving, and faith-based environment for children in the nursery through early elementary for the purpose of helping them have a positive first impression of the church and begin a life-long relationship with Jesus Christ. The kidLIFE Assistant works closely with the kidLIFE Director to anticipate and meet the expanding needs of FMC's growing Children's Ministry, families and congregation. This position offers a positive and empowering work environment, flexible hours, opportunities for professional and personal growth, and the privilege of influencing the next generation for Christ.

Primary Duties and Responsibilities

Responsible for assisting all areas of weekly ministry relating to infants through 5th grade including:

- Support the kidLIFE Director in carrying out the vision for all ministry goals, activities and events for the kidLIFE Ministry
- Attend weekly staff meetings and check-ins with their manager, the kidLIFE Director
- Assist in preparing and stewarding the budget to support the ministry's vision and goals
- Assist kidLIFE Director with volunteer recruitment for nursery and children's ministry
- Receive training for ShelbyNext to enhance input and output reporting
- Assist in social media postings and comms request
- Assist kidLIFE Director on Wednesday night/midweek programming
- Assist kidLIFE Director to train volunteer staff in all Children's Ministry policies and procedures
- Assist kidLIFE Director with scheduling volunteers for Sunday and Midweek service times
- Prep lesson crafts and room bins for Sunday mornings and any Midweek services

- Oversee the Children's Ministry resource room with frequent inventory checks and balances
- Assist in planning and implementing VBS strategy and activities
- Be present on Sunday mornings to help lead and assist in the smooth execution of children's ministry activities during services
- Assist in planning and implementing all kidLIFE events
- Yearly complete FMC's required Safe Sanctuary modules
- Ensure all volunteers are have completed their Safe Sanctuary requirements and provide a report to your manager when required

Skills And Qualifications:

- Display a love for God, a passion for discipling, and a desire to build Christian relationships with colleagues, children and their families, church members, visitors, and the community
- Embody integrity and high moral and ethical standards in congruence with Christian teaching
- Possess strong interpersonal skills
- Ability to work both independently and as part of a team.
- Demonstrate effective organization and time-management skills
- Model effective communication skills (written and verbal)
- Plan effectively and apply administrative skills to manage personal and organizational time
- Demonstrate positive, energetic behaviors, and be a motivated self-starter

Desired Experience:

- Previous work on or for a church staff; at least one year of church ministry experience
- College degree preferred

Compensation:

This is a part-time position, at least 20 hours per week, inclusive of Sunday mornings. Rate of pay will be reviewed annually. All employees must pass a criminal background check and complete all required paperwork before being compensated for any work.

