



Kids Ministry Assistant

Type of Position: Full time, Sunday-Thursday

Reports to: Kids Minister

Works Closely with: All NextGen Ministry Staff

POSITION SUMMARY

The role of the KidMin assistant is to support the Kids Minister in implementing programming that reflects the mission, strategy and values of The Bayou Church as it relates to Kids Ministry. This includes assisting with planning, calendar support, communication, publications, administrative correspondence and hospitality during all Kids Ministry events (Sunday and special events/camps/retreats).

SKILLS REQUIRED

- Administration and leadership
- Speaking and writing skills
- Time management/multi-tasking
- Ability to delegate
- Self-starter, multi-tasker
- Attentive to details

SPIRITUAL GIFTS

- Encouragement
- Administration
- Discernment
- Serving

RESPONSIBILITIES

- Attend and participate in all weekly and special Kids Ministry events.
- Manage all administrative communication and printing for the Kids Ministry.
- Organize, maintain and shop for supplies for Kids Ministry as needed.
- Prepare lessons and supplies for each Kids Ministry venue on Sunday morning.
- Assist with Bayou student interns for Kids Ministry.
- Communicate regularly with parents and assist in managing social media accounts.
- Manage Kids Ministry receipts and monthly budget, as requested.
- Assist with church-wide and other NextGen events, as requested.

Professional Qualifications

- Experience in education, teaching, ministry-related work
- Associate or Bachelor's degree in education or ministry-related field preferred
- Familiar with Microsoft Office, Google Drive, Planning Center, Propresenter, and/or confident in your ability to be trained in these areas.
- Good communication and written skills necessary for communicating with ministry leaders, volunteers and participants.
- Ability to keep confidential information secure.
- Willing to submit to a background screening.

Spiritual Qualifications

- Must demonstrate an authentic, growing relationship with Jesus Christ
- Must be passionate for His church and His children
- Must have been (or be willing to be) baptized by immersion
- Complete First Steps classes and commit to membership at The Bayou Church
- Be in alignment with and an advocate for the mission, vision and values of The Bayou Church.

Benefit Package for Full-time Employees

- Medical Insurance
- Access to dental, life, vision, short-term and long-term disability insurance
- Access to a matching 403(b) retirement plan
- 3 weeks of PTO and 10 paid holidays annually

If you are interested in this position, submit your resume and cover letter to kids@thebayouchurch.org. Please include 3 references on your resume.