

Position Title: Family Ministry Assistant
Position Type: Full Time / Salaried / Non Exempt

Ministries: Family/Students/Kids Ministries
Reports To: Family Pastor

Purpose of Role: To support the mission of Journey Church through excellent and effective administrative support services, skills and assistance, streamlining all facets of our Family Ministries encompassing Students and Kids ministries.

Primary Tasks:

- Support all ministry administrative support needs of the Family Pastor, Student Pastor, Kids Pastor
- Equips, resources and supports Family Ministry Serve team volunteers.
- Communicates effectively as a primary point of contact for all Family Ministries
- Childcare Coordinator for all church ministry needs
- Contributes to a healthy Ministry Team culture
- Collaborates with the Church Ministry Team when requested or assigned

General Responsibilities:

- Assists Family/Student/Kids Pastor's in managing all aspects of CCB needs.
- Assists in the oversight of Family/Students/Kids Ministries calendar of events, and coordination between Kids/Students/All-church ministry calendars
- Communicates effectively with people seeking information about Family Ministries, including accurate knowledge of Kids Ministry and Student Ministry
- Coordinates and manages all outreach events, midweek classes (ex., "Parent Talk, kids faith class, camps, etc.").
- Assists Family/Students/Kids Pastor's with calendar management (scheduling coffee, lunch, etc) when requested, and all expense reports and general administrative needs
- Oversees all childcare teams, paid-staff & volunteers, and manages all childcare requests
- Attends Church All Staff meetings and other meetings as requested
- Communicates, collaborates and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays or when requested.
- Prays regularly for the church and its people, and models spiritual vitality and accountability

Experience and Knowledge Required:

- Proven track record of effective time management
- Comfortable and friendly demeanor when contacting people (over the phone and in-person), Excellent verbal and interpersonal skills
- Experience in problem-solving
- Strong organizational skills. Ability to handle multiple projects effectively
- Proficiency in Word, Excel, Mac OS, Google Docs, Mac Pages & Numbers. Ability to learn and use CCB software

Possess and exhibit the following core values in their daily lives:

- Love for God and Love for People
- Work ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church by being an active member of the Journey community

Employee Signature: _____ Date _____