



Children's/Youth Admin. Assistant

Proposed Job Description

Revised: 11/24/03

BASIC FUNCTION

Assist Children's and Youth pastors in administrative office tasks

SPECIFIC CHILDREN'S DEPT. RESPONSIBILITIES

- Attendance for: Sunday morning, Sunday evening, and Wednesday evening kids ministries
- Visitor tracking and assimilation for Sunday morning, Sunday evening, and Wednesday evening kids ministries
- Production of communication to volunteers of all kids ministries (ie: letters, postcards, email, etc.)
- Production of communication to parents of all kids ministries (ie: letters, postcards, email, etc.)
- Coordinate communication to IMPACT prayer team
- Coordinate volunteer sign-ups in infant nursery, toddler nursery, and Super Church areas with area coordinators.
- Special event planning
- Send birthday cards weekly to kids and volunteers
- Send get-well-soon cards to ill kids and volunteers
- Send balloons, etc. to parents of a newborn
- Upkeep of children's/youth ministries database of kids and workers
- Assist children's pastor with necessary steps to provide organized kids church services
- Help with filing and organization of resource materials

SPECIFIC YOUTH DEPT. RESPONSIBILITIES

- Attendance for: Sunday JV CE, Sunday Union Rally, Wed. night JV Rally, Small Groups
- Visitor tracking and assimilation for Sunday evening, Wednesday evening, and Small Group ministries
- Production of communication to youth ministry volunteers (ie: letters, postcards, email, etc.)
- Production of communication to parents of youth (ie: letters, postcards, email, etc.)
- Coordinate communication to PULSE prayer team
- Special event planning
- Send birthday cards weekly to kids and volunteers
- Assist youth pastor with necessary steps to provide organized rallies
- Help with filing and organization of resource materials

SPECIFIC OCCASIONAL RESPONSIBILITIES

- Assist children's pastor and youth pastor with miscellaneous tasks related to special events
- Answer phones when other church secretaries are unavailable