



## **NORTH HILLS CHURCH**

# **CHILDREN'S MINISTRY PROGRAM ASSISTANT 2022**

### **1.0 FUNCTION**

To provide ongoing assistance for Children's Ministry Programs and to support the Director of Children's Ministry in serving the parents of North Hills Church. The Children's Ministry Program Assistant must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

### **2.0 RESPONSIBILITIES**

- Attend weekly departmental meeting for children's ministry
- Serve as Staff Leader for Kidstuff at 8:30 a.m.
- Assist Director of Children's Ministries on Sunday mornings or Tuesday/Wednesday as needed
- Maintain classrooms and supplies
- Help plan, promote, and organize Treehouse Camp
- Research, purchase, and maintain equipment for children's check-in system
- Maintain and update database of children's check-in system
- Oversee children's check-in process and troubleshoot as needed

### **3.0 ACCOUNTABILITY**

The Children's Ministry Program Assistant is accountable to the Director of Children's Ministries and will report on all activities on a regular basis or as requested.