

FIRST BAPTIST BRISTOL
Ministry Description for Part-Time Ministry Assistant for Children*
Responsible to Associate Pastor for Families, Missions, and Christian Education

Purpose

The Part-Time Ministry Assistant for Children shall support the mission of First Baptist Bristol. This church seeks to worship God, to equip believers to witness and serve, and to share the good news of Jesus with our community and beyond.

Personal Characteristics

The person serving as Part-Time Ministry Assistant for Children should have the following characteristics:

Be a mature Christian who has a well-developed ministerial identity;
Have and maintain a life of Christian integrity;
Have a love for and knowledge of people;
Have an abiding commitment to the local church as an expression of the Body of Christ;
Be committed to the distinctive principles of our Baptist heritage;
Be a motivator and can develop leaders and systems for outreach, evangelism, and discipleship;
Have the ability to work with persons of all ages to develop their daily practice of faith;
Have initiative, the ability to learn from supervision, the ability to supervise other staff personnel, and the ability to work collegially with other staff and church leaders.

Job Description

Essential Ministry Responsibilities

Work between 10 and 15 hours per week

- Sunday mornings with children
- Wednesday evenings with children
- Some office hours during the week (to be determined)

Work with planning and implementation of the Children's program

- Meet with the Children's Leadership Team
- Provide experience and planning for seasonal ministries (examples: Vacation Bible School, day camps, Easter events)
- Implement planned programming

Help with Sunday School

- Teach Children's Sunday School as needed
- Assist in the recruitment of leaders and teachers
- Help Children's Sunday School workers get needed resources

Children's Worship

- Participate in Children's Worship leadership
- Help recruit and prepare Children's Worship leaders
- Help Children's Worship workers get needed resources

Wednesday Evening

- Help coordinate Wednesday evening activities for children
- Assist in leadership with Wednesday evening activities

Work with the staff on opportunities to contribute and lead in Church Worship

Evaluation

Performance reviews will be conducted annually by the Pastor (as the head of staff) and the Associate Pastor in conjunction with the Personnel Committee.

*At the current time, the Children's Department includes ages birth through 5th grade.

This job description is subject to change.

This job description supersedes all previous job descriptions for his position.

Approved by the BOA on