

**Children and Family Ministries Assistant**  
**First Presbyterian Church of Birmingham, MI (FPCB)**  
***Everybody's Church***  
**1669 West Maple Road**  
**Birmingham, MI 48009**

The ideal candidate will bring a positive attitude and innovative energy to support the programs for the children from birth through 5<sup>th</sup> grade and their families.

***Vision Statement***

*As Everybody's Church, we commit ourselves to serving Christ by cultivating mission, inclusion and community.*

***Inclusion Statement***

*As Everybody's Church we strive to be a faithful, open and inclusive community. We welcome the full participation of all people of any ability, gender identity, race, ethnicity, sexual orientation or any other life circumstance.*

**Purpose**

The primary purposes of the Children and Family Ministries Assistant are to support the Director of Children and Family Ministries and be in charge of the Nursery through 5<sup>th</sup> Grade programs on Sunday mornings. On average, weekly work hours will be 10 hours per week. However, the actual work hours per week will vary based on routine responsibilities (e.g. approximately 3.5 hours on Sunday mornings) and upcoming calendar events (e.g. Fall Kickoff, Advent, Vacation Bible Camp).

**Duties and Responsibilities**

- Assist with recruiting, and provide materials for, Children and Family Ministries teachers and volunteers
- Provide a welcoming presence and build community for Nursery through 5<sup>th</sup> grade families
- Greet and be available to teachers and families on Sunday mornings
- Support and connect with the Sunday morning group for parents of young children (9-10am)
- Manage the Sunday morning programs (set up classrooms, assist in classrooms as needed, take attendance, straighten up classrooms)
- Check with the Nursery workers and provide materials and snacks as needed
- Lead the 3-year-olds – 5<sup>th</sup> graders to the various locations on Sunday mornings (sanctuary to classrooms and to music rooms)
- Stay with the kids on Sunday mornings until parents have collected them
- Assist with the planning and execution of special events. For example: Fall Kickoff, ice cream socials, Bethlehem Marketplace and Vacation Bible Camp
- Occasionally gather or shop for materials for Sunday mornings and special events
- Act as liaison with the Alcott Team and the Ruling Elder for Alcott (including some grant writing)
- Must be knowledgeable in the use of social media and proficient with technology

**Compensation**

- Average 10 hours/week (this includes 3.5 hours on Sunday mornings)
- \$20 - \$25/hour