



Job Title:	YOUTH and CHILDREN MINISTRY ASSISTANT	Position Type:	Part-time
FLSA Status:	Non-exempt	Reports to:	Minister of Students

Job Description

ROLE AND RESPONSIBILITIES

GENERAL

- Build meaningful relationships with students and parents
- Keep an up-to-date master calendar of all youth and children's events and coordinate with Facilities Director
 - Assist in planning, organization and sign-ups for all children/youth events; coordinate with church calendar in Elvanto. Including (but not limited to) venues, speakers, payments, contracts, registrations, transportation, materials, printing/copying, food, bands, shopping, etc.
 - Provide creative input in the theme, décor, and (when requested) music of events and retreats
- Gather and present information on all newcomers and first-time visitors to the Youth Minister and/or Children's Director each week; maintain attendance in Elvanto; follow up with all first-time visitors and newcomers
- Be present at most events and retreats (when available and/or requested)
- Provide clerical/administrative support for Minister of Students, Children's Director, youth ministry intern, and all activities of VGBC's children's/student ministries
 - Ensure church website information regarding children's/Student ministry is up to date
 - Manage Facebook page and suggest Social Media resources
- Manage databases for attendance, volunteer information, and registrations; provide weekly attendance reports
- Complete expense reports and track children's/student ministry budgets
- Assist in keeping children's/youth facilities and storage areas neat and organized
- Assist in minister care for leaders/volunteers (e.g., prayer requests, birthdays, anniversaries)
- Communicate with parents and leaders through email, phone calls, newsletters, and social media
- Provide feedback to the Minister of Students and/or Children's Director about the overall ministry

Specific to student ministry

- Participate in most youth events and weekly programming
- Lead student small groups when necessary
- Provide counsel to students when necessary
- Send birthday cards to students and volunteers on a weekly basis
- Manage student forms – collect and file for events, as well as annual medical and photo release; update forms as needed; solicit renewals and event forms from families as needed
 - In coordination with Minister of Students, collect, record and turn in event payments
 - In coordination with the Minister of Students, maintain student fundraising accounts
- Coordinate CCLI licensing for youth music bands and licensing for movies shown to youth
- Print and copy music for worship band members
- Assist in the maintenance of the Immersed section of VGBC's website by providing updated information

Specific to Children's Ministry

- Assist with Vacation Bible School and Fall Festival administration
- Manage and fill childcare requests for special services/events/Sunday School parties, etc.
- Manage background checks for volunteers
- Print/maintain badges for Sunday School teachers and helpers



- Assist with management of childcare workers' timesheets

OTHER GENERAL EXPECTATIONS

Ability to effectively communicate in verbal and written forms to all ages (children, students, parents, etc.)

Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of VGBC.

Adheres to the tenants of the Baptist Faith and Message (revised June 14 2000).

Passionate about the vision and mission of Vista Grande Baptist Church and exhibits a desire to serve the body of Christ in a behind the scenes support role.

Supports and advances the Vision, Mission and Values of Immersed at VGBC.

Demonstrates a stable, growing, mature Christian life

Should always exhibit professionalism, demonstrated by conscientious work ethic, teach-ability, accountability, and pleasant demeanor.

Attend weekly staff meetings.

Exhibit strong teamwork with staff and ministers.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or GED required (Bachelor's Degree preferred)

Willingness to participate in children/youth events and retreats as required and/or requested

Experience in church ministry setting (preferred)

Experience in planning events and/or organizing retreats a plus

Familiarity with VGBC Church culture and environment (preferred)

Strong organizational skills

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Last Updated By: Personnel Committee

Date: November 24, 2019