



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Children's Ministry Administrative Assistant

DEPARTMENT: Children's Ministry
REPORTS TO: Children's Ministry Pastor
ALLOTTED HOURS: 40 hours/week
PRIMARY LOCATION: Downes Road Campus
POSTED: July 2, 2021
ANTICIPATED START: August 2021

MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

PRIMARY FOCUS

Responsible for assisting the Pastor(s) of Children's Ministries in providing administrative support for the various children's ministry teams. This includes weekend and midweek support to staff and volunteers. The position will include general office duties and record keeping. Much of the work of the CM department arises spontaneously and it is therefore important that members of the CM staff team be willing to work together on tasks, as the need arises.

SPECIFIC RESPONSIBILITIES

1. NORTHVIEW KIDS:

- a. Provide administrative support to CM staff.
- b. Ensure the website stays up to date.
- c. Receive visitors in a courteous manner and provide information to callers regarding various CM ministries.
- d. Maintain registration/check-in computer stations throughout the year for Northview Kids and maintain database records using Planning Center or other systems.
- e. Create and distribute Northview Kids Newsletter.
- f. Organize schedule and provide training for information attendants including registration procedures and assistance to the general public during Northview Kids hours. This helps provide consistency in the way registration procedures are handled from session to session.
- g. Will be in charge of CM security and security procedures during weekend services.
- h. Be present at scheduled weekend services of Northview Kids in order to be available to aid in all last-minute problem-solving in order to help the program to run as smoothly as possible.
- i. Maintain manual and computer filing systems.
- j. Update yearly publications such as CM Handbook, CM brochure and security policies.
- k. Coordinate facility bookings.
- l. Process criminal records checks and Volunteer Ministry Profile forms for all volunteers, ensuring all records are complete and up to date.
- m. Be in the office Monday through Thursday in order to process registration information from the weekend, personnel issues that surfaced over the weekend, and to provide administrative support to the various departments in Children's Ministry.
- n. Keep inventory of, purchase, prepare and organize supplies needed for fall start up.
- o. Help in maintaining a clean and organized office space, registration area, and storage rooms/closets throughout the year.



- p. Purchase all online CM order needs over \$150.00 and maintain expense reports for the Pastor(s) of Children's Ministry. Be willing to shop for the needs of the various CM departments as they arise.
- q. Liaise with various CM departments to organize work for craft volunteers.
- r. Assist in the preparation for, and be present at, all day camp sessions; be available to aid in all last minute issues in order to keep the program running smoothly and safely.
- s. Assist with all weekend and midweek programs and events setup, parent info, and registrations.

2. OTHER:

- a. Be available to assist all pastors and other office personnel when needed and when overtime is not required to do so, at the request of the Office Manager, to ensure an efficient, professional and God-serving church.
- b. Be available to cover the reception desk as needed.

QUALIFICATIONS

- Excellent organizational skills,
- Proficient level of word processing skills and demonstrated desktop publishing skills,
- Ability to generate professional presentations and advertising,
- Effective written and oral communication skills,
- Familiarity with database operations and formatting related reports,
- There should be evidence of good interpersonal skills, and a demonstrated desire to serve others,
- Must be in agreement with Northview's confession of faith and philosophy of ministry, both in belief and lifestyle.

The incumbent must make Northview Community Church his/her home church.