



# Preschool and Children's Ministries Assistant

## Job Description

**First Baptist Church  
Montgomery, AL**

**Summary:** The Preschool & Children's Ministries Assistant will assist the Minister to Preschoolers and Parents, and the Minister to Children and Parents with administrative support in the daily execution of their duties. In addition to the administrative duties outlined below, this position would also entail a creative team approach to planning activities involving our preschool and children's ministries. This is a full-time position reporting to the Director of Ministry Operations.

Please submit resumes or questions to Eddie Stewart at [estewart@montgomeryfbc.org](mailto:estewart@montgomeryfbc.org).

### **I. Personal Responsibilities:**

- A. Be a God-called person with vibrant faith who consistently represents the love and light of Jesus Christ to everyone you encounter.
- B. Exhibit care and concern for all ministries and programs of First Baptist Church, Montgomery. Dedicated to the mission of the church.
- C. Coordinate actions with other ministers and office staff as appropriate, and serve as a cooperative, encouraging teammate.

### **II. Primary Responsibilities:**

- A. Competent and proficient in all administrative tasks. Those tasks may include tracking event registrations and payments, preparing documents, and other administrative tasks as directed.
- B. Assist the office staff as needed with church mailings, front desk responsibilities, and event preparation.
- C. Proficient in computer skills (Word, Excel, PowerPoint, Outlook, Canva). Knowledge of Kid Event Pro and Wufoo preferred.
- D. A self-motivated, thorough, organized, detail-oriented, and creative individual with a passion for children and preschool ministry in a local church setting.

### **III. Other Responsibilities:**

- A. Attend weekly church staff meetings (and other special staff meetings as needed).
- B. Perform other duties as requested by the Director of Ministry Operations, Minister to Preschoolers and Parents, and Minister to Children and Parents.

