



Children and Preschool Ministry Assistant

Job Description

**First Baptist Church
Montgomery, AL**

The Children and Preschool Ministry Assistant will assist the Minister of Children's Ministry and the Minister of Preschoolers Ministry 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 children's and preschoolers ministry. This is a full-time position responsible to the Director of Ministry Operations.

I. Congregational and Staff Relationship:

- 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 as a cooperative and encouraging teammate.

II. Duties, Responsibilities, and Qualifications:

- A. Competent & proficient in all administrative tasks. Those tasks may include tracking registrations for events, tracking payments for events, 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 is sought after. Excellent written and verbal communication skills are also highly valued.

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, or Children/Preschool Ministers.