

Children's Ministries Admin

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

Performs a range of administrative tasks and oversees all activities of the Children's Ministry Office. This includes maintaining a cheerful, organized and friendly atmosphere for all who enter the office and Children's area, meeting the needs of guests, volunteers and Shoreline congregants. Must be able to work methodically, accurately and neatly. Have good oral and written communication skills and be able to work as part of a team. Also provides supervisory oversight to all support staff. This person must have a passion for influencing children's lives with God's love and message.

Status: Part Time (20 Hours)

Lines of Accountability: Children's Director/Pastor

Ministry Responsibilities:

1. Volunteer Background Check

- Responsible for printing and stocking of volunteer applications
- Produce and maintain files
- Call/email references
- Cori Access person with the DOJ, retrieve and maintain Access database of cleared applicants.
- Enter pertinent volunteer data in CCB and relay information to appropriate Children's Ministry Coordinator.
- Oversee quarterly on-site fingerprinting

2. Data Entry

- Create new families in CCB and enter registration information
- Update existing family profiles
- Develop and maintain Excel attendance databases with weekly registration counts

3. Registration

- Responsible for printing out Sunday Registration Sign-in Sheets
- Run reports and alter Registration Sheets to keep current

4. Tithe

- Count tithe, complete tally sheet, turn into Bookkeeper

5. Ordering Supplies & Materials

- Responsible for ordering and reordering of cleaning supplies, office supplies/equipment, craft supplies (regular use and special events VBS).
- Ordering of toys and children's classroom furniture

6. Child Dedication/Parent Orientation

- Complete Ministry Publicity Form with quarterly dates
- Print and maintain registration sheets
- Correspond with the family to gather information and give direction.
- Prepare Child Dedication Packet to include: Child Dedication Certificates, bible gift and name badge
- Provide Children's Director with all paperwork and Child Dedication packets prior to Child Dedication Sunday.

7. Special Events, VBS, Volunteer Appreciation Dinner, Family Halloween Festival

- Participates in planning and execution of the event

8. Continuing Education/Team Building

- Responsible for reading and learning new material as assigned by Children's Director
- Attend weekly staff meetings and one on one meeting with Children's Pastor

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)