

## **Job Description: Family Ministry Assistant**

**Department:** Support Staff

**Reports to:** Children's Director

**Classification:** Full-time

**Last Revised:** 1/25/24

### **PURPOSE:**

The Family Ministry Assistant is responsible for providing administrative support to Bayside's Children's Ministry and Student Ministry.

### **COMPETENCIES & EXPECTATIONS:**

- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- Ability to fully embrace the vision, values, and statement of faith of Bayside Baptist Church.
- Strong Organizational Skills
- Strong Typing ability
- Strong Computer Skills (Microsoft Word, Excel, Outlook, etc.)
- Proficient in the Use of Standard Office Equipment (Copier, Postage Meter, etc.)
- Knowledge of and/or experience with Planning Center would be helpful but not necessary.
- Ability to maintain confidentiality of information that becomes known to you as a member of the staff.

### **ESSENTIAL JOB FUNCTIONS:**

Provide administrative support to Bayside's Children's Ministries (BKids) and Student Ministries:

- Order, sort, and distribute curriculum.
- Maintain current attendance records.
- Manage core ministry processes in Planning Center, including first time guest follow up, baptism, new volunteer, new leader, etc.
- Prepare & mail birthday cards for each month.
- Send postcards/reminders/emails for major BKids and Student events.
- Schedule Playside workers each week.
- Create and manage event registrations, forms, groups, etc. in Planning Center.
- Provide administrative support for Mother's Day Out and AWANA

- Provide support and assistance for all major family ministry events, including Vacation Bible School, Summer Camps, Mommy & Me, Daddy & Me, Daddy Daughter Night, Mother Son Nerf Wars, Back to School Bash, etc.

Miscellaneous Duties:

- Answering phones/doors as needed
- Assist Church members with copies, lamination, etc.
- Assist other Ministers or Ministry Assistants as needed

**EDUCATION & EXPERIENCE:**

- HS Diploma or comparable

**RELATIONSHIPS:**

- Reports directly to Children's Director, and also supports Student Pastor
- Works closely with all other ministry assistants