





- Manage administrative processes such as maintaining the database, coordinating volunteer engagement, and managing resources both online and in-house.

These responsibilities and tasks are carried out with alignment to the mission, vision and values of Nexus Church.

## **KEY RESPONSIBILITIES**

The Children's Ministry Assistant will undertake the following key responsibilities within the church:

- Assist the Children's Pastor in leading volunteers and act as a key coordinator between the church and schools for the **Religious Instruction (RI)** program during the school term.
- Support Sunday program operations and logistics (room & sign-in set-up, and recruiting and supporting room leaders).
- Help foster a volunteer (biblical servanthood) culture within the community, encouraging individuals to serve and use their spiritual gifts for the benefit of the kingdom.
- Build strong, healthy relationships with leaders and children through all programs and ministry avenues.

Other reasonable tasks and responsibilities as requested by the Children's Pastor and Senior Pastor from time to time.

## **Qualifications, Knowledge and Experience**

- Strong computer and organisational skills
- Proven communication (written and verbal) skills
- Strong interpersonal skills and desire to serve and support others
- Proactive self starter
- Hold a current Blue Card, or be eligible to apply for one
- Experience in leading teams and serving in team settings
- Commitment to care and connect people to Nexus and small groups

## **Additional Requirements**

- Must be available to work outside of normal working hours during special events and be willing to undertake extra tasks that may arise in the day to day needs of Nexus Church.
- Be in agreement with the articles of faith of Nexus Church
- Exemplifies and communicates the Nexus Church values and culture
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position

## **QUESTIONS?**

Should you have any further questions or wish to apply for the position, please email [claerwen.jones@nexuschurch.com.au](mailto:claerwen.jones@nexuschurch.com.au).