

POSITION DESCRIPTION

Position	Children's Ministry Assistant
Responsible to	Children's Pastor
Part-time:	20 hours per week (0.5 FTE)

Working hours are determined by mutual agreement, with a requirement for Sunday work and ideally including Tuesday.

This position includes voluntary commitments consistent with that expected of an engaged member of Nexus Church.

POSITION IN CONTEXT

The Children's Ministry Assistant works closely with and is accountable to the Children's Pastor of the church.

This position includes voluntary commitments consistent as expected of an engaged member of Nexus Church. The position works in unity with all ministries and departments.

PRIMARY PURPOSE

The role's primary responsibility is to support the Children's Pastor in the administrative and operational delivery of the Children's Ministry programs, with a focus on Sundays.

In addition, as with all Nexus Church staff, there is an expectation that activities and tasks support the Children's Pastor and Senior Pastor in carrying out the mission of **Connecting People to God, Community, and Purpose**.

This involves:

- Discipling our church family in their walk with God.
- Connecting people into the community through large and small group gatherings.
- Engaging volunteers to use their God-given gifts and abilities to serve and love others.

This role provides support, team leadership, and program oversight of the people, systems, and processes required to:

- Assist the running of Sunday AM Children's ministry programs across all locations, including one Sunday PM service each month.
- Oversee the **Religious Instruction (RI)** program.
- Assist the **mainly music** team in their weekly programs during school terms, including set-up and pack-down.
- 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, please email claerwen.jones@nexuschurch.com.au . Please allow up to 48 hours for a reply.