



POSITION DESCRIPTION

Position

Children's Ministry Assistant

Responsible to:

Children's Pastor and Samford Location Pastor

Working hours:

Part-Time

10 hours per week (Sunday and Tuesday)

POSITION IN CONTEXT

The Children's Ministry assistant works closely with and is accountable to the Children's Pastor along with the Samford Location Pastor.

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.

The role is part-time, 10 hours per week across Tuesday and Sundays. Week day hours will be based at our Everton Park location. Sundays will have an emphasis on Nexus Samford, and on occasion Everton Park.

PRIMARY PURPOSE

The role's primary responsibility is to support the Children's Ministry department with a focus on administrative and operational delivery for the Nexus Samford weekly Children's program.

In addition to this, as with all Nexus Church staff, there is the expectation that activities and tasks of the Children's Ministry Assistant supports the Children's, Location and Senior Pastor to carry out the mission of - Connecting People to God, Community and Purpose.

This involves ensuring our church family are disciplined in their walk with God; connected into the community both through large and small group gatherings; and are also engaged as volunteers who use their God given gifts and abilities to serve and love others.

KEY RESPONSIBILITIES

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

- Run the Nexus Samford Children's Ministry, in conjunction with the Nexus Samford Pastors oversight.
- Assist the Children's Pastor in leading a culture throughout all children's ministry programs that fosters the Holy Spirit moving amongst our children and provides opportunities for healthy and age appropriate discipleship and spiritual encounters, a love of God, the Word and the Holy Spirit.
- Run the Sunday program operations and logistics at Nexus Samford (room & sign-in set-up, supporting and recruiting room leaders, etc.)
- Assist the Children's Pastor to raise a volunteer (biblical servanthood) culture amongst the community, so that everyone: serves within their means; and knows and uses their spiritual gifts for the benefit of the kingdom.
- Develop strong and healthy relationships with leaders and children.
- Actively engage in community elements and activities within Samford.



- Work with Kids and Youth leaders to consider how a volunteer culture can be encouraged from a young age across the church.
- Other reasonable tasks and responsibilities requested by the Children's Pastors and Senior Pastor from time to time.

Qualifications, Knowledge and Experience

- Strong computer skills
- Proven communication (written and verbal) skills
- Excellent organisational skills
- Strong interpersonal skills and desire to serve and support others
- Proactive self starter
- Experience with database software and processes
- 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 connect groups
- A passion for working with children

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 clerwen@nexuschurch.com.au

Please allow up to 48 hours time for reply.

Applications due by: Friday 21st February 2025

*Applications can be emailed to clerwen@nexuschurch.com.au. Please include a cover letter and your resume.
