

**Autumn Ridge Church**  
3611 Salem Rd. Rochester, MN 55902  
(507) 288-8880



**AUTUMN RIDGE CHURCH**

**PERSONNEL JOB DESCRIPTION – Children’s Ministries Assistant**

**OBJECTIVE:**

The purpose of the ARC Children’s Ministries Assistant is to provide administrative and organizational support to the Children’s Ministries Team.

**QUALIFICATIONS:**

- Applicant must be a believer who displays a maturing relationship with Jesus Christ and is a member or willing to become a member of Autumn Ridge Church.
- Bachelor’s degree preferred.
- Applicant must demonstrate proficiency with Microsoft Office applications, publishing programs, graphic design and website management.
- Applicant must demonstrate experience in the key ministry components of engaging, equipping, empowering and encouraging volunteers.

**REPORTS TO:** Next Generation Pastor

**PRIMARY DUTIES:**

- Provide administrative and organizational support to the entire Children’s Ministry Team.
- Participate in the Children’s Ministry Leadership Team meeting by maintaining the agenda and taking notes.
- Communicate regularly with student ministry staff, volunteers and parents regarding pertinent student ministry information.
- Oversee the Children’s Welcome Center including recruiting, training and coordinating volunteers.
- Maintain and update the Children’s Ministry section of the ARC website and social media venues.
- Communicate weekly Children’s Ministry events with the ARC publicity team.
- Maintain and update Children’s Ministry database information.
- Coordinate and maintain volunteer applications and background checks.
- Create, publish and manage registrations for Children’s Ministry programs and events.
- Perform other duties as assigned.

**SALARY AND BENEFITS:**

To be established by the executive pastor

*rev. 18 April 2017*