



# ASBURY UNITED METHODIST CHURCH

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## ASBURY KIDS ASSISTANT (PT)

### PURPOSE:

The Asbury KiDS Assistant assists the Director of Children's Ministries in ensuring that ministries to and for children ages 0 years to 5th grade and their families are done with excellence. The Asbury KiDS Assistant works in collaboration with the Children's Ministries staff to ensure that all Children's Ministries programs, initiatives, and events support children and their families in becoming deeply committed followers of Jesus Christ.

We are seeking someone who:

- Has a growing Christian faith and supports the mission of the church
- Genuinely enjoys being with children
- Brings positive energy and enthusiasm
- Is kind, compassionate, patient, and encouraging
- Is open to leading both large and small groups
- Is a good listener and relational
- Is dependable, organized, and teachable
- Is creative and open to new ideas
- Works well as part of a ministry team
- Strong attention to detail and ability to meet critical dates and deadlines
- Self-driven and able to work and produce results with minimal supervision

### PRIMARY DUTIES AND RESPONSIBILITIES:

#### RELATIONSHIPS:

The priority of the Asbury KiDS Assistant is to ensure that relationships are being built between the children's ministry staff, volunteers, children, and their families, and through those relationships, they are growing in their faith in Jesus Christ.

Assist with leading and implementing the ministry of Asbury KiDS under the direction of the Asbury KiDS Director by establishing a regular work schedule, attending meetings, take part in facilitating plans for evangelism/marketing and follow-up for first-time guests, handling children's ministry logistics as they relate to facilities, and seeking various opportunities to connect and converse with children and their families.

**PROGRAMS:**

The Asbury KiDS Assistant understands details of the children's programs and special events and helps to communicate details with volunteers and other leaders. The Asbury KiDS Assistant also works to ensure that an atmosphere of belonging, and fellowship is created, in which emerging spiritual and leadership skills can be developed.

**RECRUITING:**

The Asbury KiDS Assistant assists with recruiting and training of all children's ministry volunteers under the guidance of the Director.

**MINISTRY COLLABORATION:**

The Asbury KiDS Assistant will work with church ministry teams to collaboratively plan events, ministry planning, and creative brainstorming. Will assist with seasonal events, outreach, and work with the greater church ministry team and is able to maintain confidentiality of information when needed. Because ministry is collaborative, responsibilities may evolve based on the gifts and strengths of the Children's Ministry team members. Job duties subject to change or alteration at any time at the discretion of the Asbury KiDS Director, Senior Pastor, and Staff Parish (lay leadership of the church).

**KNOWLEDGE, SKILLS & ABILITIES:**

Be committed to and actively communicate the vision of the church and be involved in its development, articulation, and implementation. Understand, exemplify and champion the church's mission and vision, as well as the theology and traditions of the United Methodist Church.

Work effectively with people of all ages, having a heart for children, and a desire to connect with them and facilitate their spiritual growth. Possess effective communication skills, face-to-face interactions, small group discussions, and speaking to and leading groups. Demonstrate flexibility, creativity, dependability, motivation, and self-direction.

Be a servant leader and role model, having fun with children, but always the "adult". Demonstrate the ability to teach and lead children and adult volunteers. Strong attention to detail and ability to meet critical dates and deadlines. Self-driven and able to work and produce results with minimal supervision.

**RESOURCES AND TRAINING PROVIDED:**

Continuing education and professional development funds available annually. Child protection policies and safe practices training annually.

**COMPENSATION, BENEFITS, AND SUPPORT:**

Competitive salary commensurate with credentials, training, and experience. Training will be provided to fully equip you for job responsibilities.

**EXAMPLE WORK SCHEDULE:**

Sunday mornings, 7:45-12:30 (required)

Wednesday nights, 4-7:45PM (August – May, required)

Additional 10-15 hours/week of in office time as agreed upon by Children's Director