



Administrative Assistant Children's Ministry Job Description

Title: Administrative Assistant Children's Ministry

Harvest Bible Chapel of Peoria has a commitment to Four Pillars:

1. Unapologetic Preaching: Preaching the authority of God's Word without apology. (2 Timothy. 4:2)
2. Unashamed Worship: Lifting high the name of Jesus Christ in worship. (John 4:24)
3. Unceasing Prayer: Believing firmly in the power of prayer. (Ephesians 6:18)
4. Unafraid Witness: Sharing the Good News of Jesus Christ with boldness. (Ephesians 6:19-20)

Position Objective: to work with the Children's Ministry Director to lead and develop life-giving and life-changing children's ministries at Harvest Bible Chapel of Peoria.

Spiritual & Character Qualifications:

The Administrative Assistant should:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Have a history of moral purity
- Be a self-starter with drive, passion and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Must be a member of Harvest Bible Chapel Peoria or become one within one year of hire.

Professional Qualifications or skills:

- Enthusiasm for the doctrine, vision, philosophy of Harvest Children's Ministry
- Assist in recruiting volunteers and partner in developing leaders
- Proficient at Microsoft Word and Excel
- Very detail oriented with the ability to multi-task.

Position description:

The responsibilities of Administrative Assistant are:

- Work closely with the CM Director in managing care of volunteers
- Coordinate and organize all recruit leads from inquiry to ministry placement (Pipeline)
- Schedule all interviews for new volunteers Higher Ground, AWANA, Special Needs Ministry, etc.
- Assist in managing all Children's Ministry Volunteer schedules for Sundays and Wednesdays and includes Child Care for First Connections and Women's Bible Study
Assist building ministry teams for Higher Ground, Special Needs, & AWANA
- Assist in communication to volunteer teams
- Support training for all CM volunteers and set up rooms for training
- Coordinate Care Ministry Packages to volunteers, including birthday cards and care cards
- Help assist outreach events- Family Events such as Family Skate, Family Swim and Family Movies, and VBS
- Manage and Update Fellowship One and Planning Center in regards to volunteers

- Stock Volunteer Tables, organize name badges and update Communication Board
- Assist in weekly assignments as needed to carry out Sunday and Wednesday ministries (backup)
- Work with CM Director and CM Coordinators to identify Ministry needs and implement action steps
- Update weekly Special Needs communication for parents and ministry team.

Summary of Qualifications:

This person must be spiritually mature, have a heart for children, flexible, and able to multi-task in order to coordinate volunteers in the many branches of the Children's ministries at Harvest Bible Chapel. The Administrative Assistant for Children's Ministry will work under the leadership of the Director of Children's Ministry.

This role is an essential ministry function of Harvest Bible Chapel of Peoria, which is necessary for the fulfillment of the Great Commission and the ministries religious, charitable, and educational purpose as set forth in Article I of the Bylaws.

Salary and Benefits:

- This is a full time hourly position (35-40 hours)
- A competitive hourly wage with benefits commensurate with experience will be provided
- Serious candidates should send a HBCP Application for Employment, a cover letter and resume to:

Heather Holt
Harvest Bible Chapel of Peoria
Attn: Administrative Assistant for Children's Ministry Search
401 Cimmeron Dr.
East Peoria, IL 61611

Or email to: hholt@harvestpeoria.org