

ROCK PRAIRIE CHURCH

FAMILY MINISTRY ASSISTANT

The Family Ministry Assistant will primarily assist in the day to day administrative and clerical tasks of Rock Prairie's Family Ministry. This position is 32 hours a month and reports directly to the Associate Pastor of Youth and Family Ministry.

Primary Responsibilities:

1. Family Ministry

- Assist in planning and preparation of all Family Ministry events
- Attend Family Ministry events as needed
- Maintain Family Ministry/Pastor's calendar

2. Children's Ministry

- Update child checkout in Breeze
- Collect and put away previous week's classroom supplies
- Prep next week's classroom supplies
- Assist with special kids programs

3. Youth Ministry

- Weekly Breeze text scheduling
- Slides for youth lesson and events
- Develop a plan and shop for youth snacks
- Prep student weekly handouts
- Assist prep for middle school and high school camp
- Periodically shopping for ministry supplies

4. General Administrative Duties and Expectations

- Manage Family Ministry budget ledgers and receipts
- Update website as directed by supervisor
- Attend scheduled meeting with Family Pastor
- Other Duties as required by Family Pastor