

**Title:** Family Ministry Assistant  
**Reports to:** Family Minister  
**FLSA Status:** Non-Exempt  
**Approved By:** Michael Davis  
**Approval Date:** September 2025



HOUSTON **NW** CHURCH

### **POSITION OVERVIEW**

The Family Ministry Assistant is responsible for supporting the administrative and ministry needs of the Family Ministry to coordinate all activities of the Ministry and perform administrative duties related to the church's operation. This position will also occasionally provide administrative support to other ministries as needed.

To be successful in this role a candidate must be highly organized with strong attention to detail and computer skills. All HNW employees must fully support the ministry of HNW and its leadership team through their actions and are expected to maintain a professional and positive presentation to children, parents, co-workers, and members of the congregation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with organizing and coordinating all Family Ministry events. (including, but not limited to, Vacation Bible School, Pine Cove City Camp, Student Camp, Kids Choir, Parent's Night Out, Parent/Child Commitment, Night to Shine)
- Schedule, communicate, and manage background checks and onboarding for Volunteers and Preschool Ministry Caregivers.
- Assist in managing budget for Family Ministry including preparing credit card expense reports, submitting purchase orders, and processing scholarship applications.
- Enter new visitors and update existing member information into the church database.
- Follow up with new visitors on their visit and existing members to the Family Ministry and manage supplies for first time guest bags.
- Oversee check-in system for Sunday mornings and events.
- Manage Sunday classes for birth through 12<sup>th</sup> grade within church database including updating age/grade groupings on an annual basis.
- Update weekly staff notes and track attendance.
- Support and participate in other ministry events that require assistance.
- Provide overall proactive administrative support to Family Ministry.

### **REQUIRED QUALIFICATIONS**

- High School Diploma Required, Associate or Bachelor's degree from an accredited College/University preferred.
- 1-3 years of experience in a similar administrative support role.
- Strong written and verbal communication skills.
- Strong computer skills required. Intermediate to advanced proficiency in MS Office (Word, Excel, Outlook), internet.
- Highly organized and detail oriented.
- Ability to manage multiple projects at once in a fast-paced environment.
- Possess strong time management and organizational abilities.
- Ability to work independently with minimal supervision.
- Ability to perform well with distractions & interruptions.

**Title:** Family Ministry Assistant  
**Reports to:** Family Minister  
**FLSA Status:** Non-Exempt  
**Approved By:** Michael Davis  
**Approval Date:** September 2025



HOUSTON **NW** CHURCH

- Proven ability to receive and properly handle highly sensitive and confidential information.
- Ability to work a regular schedule Sunday to Thursday, plus weekends and special events as needed.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment.

### **COMMENTS**

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.