

NORTHWEST CHURCH MINISTRY DESCRIPTION

Children's Ministry Support

Updated September 2025

MINISTRY ROLE

Title – Children's Ministry Support

Direct Supervisor – Ronalee Burley, Children's Pastor

Hourly Range - \$18.00 – \$22.00 per hour (DOE)

MINISTRY DESCRIPTION

As a Children's Ministry Support, the focus is on supporting elementary and preschool areas on Sundays. Occasional Saturday and Wednesday night hours may also be included and optional.

WORK WEEK

Part time – 5+ hours a week

SPECIFIC DUTIES AND RESPONSIBILITIES

CHILDREN'S MINISTRY SUPPORT RESPONSIBILITIES ON SUNDAYS

- Prepare L1 and classrooms for 9am service
- Person-in-charge (PIC) for preschool or elementary at either service
- Teach for preschool or elementary at either service
- Monitor and assist at Family Check-in Station at either service
- Run assembly when needed
- Clean-up and put away supplies in L1 and classrooms after 11:30 service
- Interact with kids and parents before, during, and after services