

Children & Family Ministry Admin

Royal Hood

Admin Assistant



+ Purpose

The Royal Hood Children and Family Ministry Admin Assistant supports the ministry of Royal Hood at Sanctuary Covenant Church by coordinating administrative responsibilities and collaborating on special projects with the Director of Royal Hood Children & Family Ministry. This role is a paid position serving 20 hours per week and reports to the Director of Royal Hood Children & Family Ministry.

+ Essential Job Functions: Admin, Preparation, Support

- Administrative Support
 - Creating and managing documents including surveys
 - Managing Planning Center Workflows
 - Tracking attendance each Sunday for classrooms
 - Other miscellaneous tasks as assigned, such as assembling gift bags for milestones or worship kits for kids in the sanctuary
 - Ordering supplies and managing receipts
 - Publish monthly newsletters
 - Create and manage Registrations in Planning Center
 - Provide support for special events, such as but not limited to, Baptism, Back to School Sunday, Camps, VBS, and more by creating/managing event boards on Monday.com and assisting in recruiting servant leaders for special events
 - Managing Planning Center Check-Ins and ensuring updated and accurate information for active families in Planning Center profiles
- Sunday Preparation and Supply Management
 - Gather activity supplies for each classroom
 - Print teacher guides and kid activity sheets
 - Ensures classrooms are stocked with basic supplies
 - Manages supply inventory for Sunday programming and events
 - Organizes and maintains supply closet
- Serve Team Support
 - Oversees servant leader communication in designated areas
 - Distributes weekly curriculum to servant leaders
 - Weekly scheduling in Planning Center
 - Coordinating schedule change requests
 - Completes background checks and screening processes for incoming servant leaders
 - Assisting with spontaneous servant leader needs on Sundays

- Coordinating Serve Team huddles with Design Team
- Assist with developing basic infrastructure (Serve Team checklists, teacher binder, classroom playlists)

+ Expectations and Qualifications

- A demonstrated faith and lifestyle commitment to the Lord Jesus Christ
- A love for people and a deep desire to see them grow in relationship with Jesus Christ, specifically a passion for ministry to and with children and families, as well as the adults who work with them
- Meet regularly with supervisor for prayer, planning, care, and accountability
- Attend and participate in staff team meetings, ministry area meetings, annual planning days, and all staff development opportunities
- Ability to serve up to 20 hours per week
- Must be able to work some events and weekends based on the seasonal needs of the ministry
- Perform other duties as assigned by leadership
- High school diploma or GED
- Commitment to the mission, purpose, vision, and core values of the Sanctuary Covenant Church and the Evangelical Covenant Church
- Member of or open to seeking membership at Sanctuary Covenant Church
- Adherence to staff affirmations and ethical principles as stated in the staff handbook

+ Skills and Experience

- 1 year of demonstrated, relevant experience
- Administrative, organizational, and strong communication skills
- Effective written communication skills, especially across lines of racial, ethnicity, gender, and socio-economics
- Humble and a heart to serve
- Skills in Planning Center database, Monday.com, Slack, Google Office Suit, MS Office Suite and willing to learn and utilize other organizational/communication tools

+ Staff Acknowledgement

I acknowledge receipt of the job description for this position. I have read it and understand the responsibilities associated with the position. I agree to perform the duties to the best of my ability.

Employee Signature

Employee's Legal Name (printed)

Today's Date