Assistant Children's Ministries Director

Ministry Description, 10/29/2026

Position Title: Part-time **Assistant Children's Ministries (CM) Director |** MBIC

Job Summary: The Assistant Children's Ministry Director will work an average of 20 hours per week, providing administrative and leadership support to the Children's Ministry under the supervision of the MBIC Children's Ministry Director. Together, they work to guide our Children's Ministries to accomplish our church mission: "to initiate and nurture a growing relationship with Christ."

This individual provides a balance of relational support and administration to equip and empower a thriving Children's Ministry. They equip, empower, and encourage volunteers to intentionally disciple children through weekly programming and special events.

General Responsibilities:

1. Cultivate healthy relationships with volunteers.
2. Provide support during Wednesday night and Sunday morning programming
3. Organize and prepare Children's Ministry environments.
4. Assist the Children's Ministry Director by selecting curriculum, preparing and distributing printed lesson plan resources and materials, as well as take-home materials.
5. Ensure the Kids' Zone in the Main Assembly is organized and stocked with supplies.
6. Assist the Children's Ministry Director in the planning and execution of special Wednesday events and trainings.
7. Assist with volunteer scheduling for Sunday mornings Children's Ministry programming, ensuring teams are equipped and adequately staffed.
8. Celebrate with families by contacting them following the birth of a child, following the established communication workflow.
9. Perform other duties as assigned.

Key Competencies

1. Ability to serve as a spiritual role model by demonstrating a commitment to Christ and spiritual maturity (1 Timothy 3, Titus 1).
2. Exceptional ability to assist, value, listen to, and support others..
3. Ability to work ahead, plan, organize, delegate, and communicate well.
4. A self-starter with the ability to work on your own and see projects to successful completion.
5. Willingness to step into a variety of roles as needed (e.g., greeter, teacher, etc.).
6. Willingness to serve with a professional and positive attitude that supports the core values of Manheim BIC and other church ministries.
7. Ability to remain calm in tough situations and critically evaluate helpful solutions.
8. Alignment with the beliefs and practices of the Brethren In Christ denomination.
9. Completion of all required FBI, State Police, and child abuse clearances before the start date.

Scheduling Requirements

1. During Wednesday Quest Programming (Sept-May), weekly hours will be on Tuesdays, Wednesdays, and Sundays. Wednesdays will include 4:00-8:30 pm..
2. When Wednesday Quest is not in session (May-Sept), weekly hours will be on Tuesdays, Sundays, and another weekday to be coordinated with the Children's Ministry Director.

Reporting Relationships

- The MBIC Children's Ministry Director oversees this role.
- This role serves on the Family Ministry team.
- This role assists the CM Director in supervising and supporting numerous volunteers.