

COBC Children's Ministry Assistant (CMA)

Job Description

Purpose: The role of the CMA is to help the Children's/Youth Pastor and AWANA Commander with the administrative responsibilities.

Qualifications: The CMA must be a member in good standing at COBC. It is preferable that the CMA has a history of serving as a volunteer in children's ministry or youth ministry and has experience in the area of administration. The CMA must be reliable, able to receive instruction but work without constant supervision, capable of solving problems, and committed to humbly serving the Lord and others.

Duties:

1. AWANA General Secretary
 - Oversee registration.
 - Collect fees and prepare the deposit each AWANA night.
 - Support the club secretaries and directors by ordering supplies, making copies, etc...
 - Assist with the administrative tasks associated with AWANA events (Bible-quizzing, leader conferences, etc...)
 - The CMA must attend each of the 24 Wednesday nights from 5:45-8:15pm.
2. Sunday School Assistant
 - Order and distribute curriculum.
 - Update teacher rosters.
 - Maintain craft supplies.
 - Be available Sunday mornings to assist Sunday School teachers at both services.
 - (The CMA is NOT responsible for recruiting teachers or staffing rooms.)
3. Misc.
 - Process background checks for leaders and teachers.
 - Assist with VBS (must also serve at VBS, usually the third week of July)
 - Update bulletin boards.
 - Help organize youth events (summer camp, family camp, LifeHouse, etc...)

Compensation:

The CMA position will have a starting salary of \$9,000 per year. (Approx. 15 hour per week X \$12/hr X 50 weeks per year=\$9,000) The CMA's hours will vary week-to-week, but AWANA nights and Sunday mornings are required. The CMA will be reviewed annually for the purpose of evaluating job performance, adjusting the job description, and considering merit increases.