

**POSITION:** Children's Ministry Assistant - Children's Department

**LOCATION:** Friendswood Methodist Church, 110 N Friendswood Drive, Friendswood, TX

**About Friendswood Methodist Church:** Friendswood Methodist Church is a welcoming community dedicated to spreading the life-changing power of Jesus Christ. We serve individuals and families in Friendswood and the surrounding areas, providing a place for worship, biblically grounded teachings, and fellowship. Our services are held at 9:30 am and 11:00 am on Sundays, with additional services for special occasions such as Christmas and Easter.

**Position Overview:** The **Children's Ministry Assistant** plays a vital role in our Children's Ministry, helping to create and sustain a Christ-focused, engaging, and developmentally appropriate environment for children from infancy through preschool. This role works under the direction of the Children's Ministry Director to implement Sunday morning programming, assist in overseeing nursery staff, support parents and volunteers, and help plan and execute special events throughout the year. The ideal candidate is passionate about children's ministry, highly organized, and eager to serve families with joy, creativity, and purpose—both on Sundays and during ministry events that nurture faith and community. This is an on-site position with a flexible schedule that averages 25 hours weekly (up to 30 during events).

#### **Key Responsibilities:**

- Support the Children's Director in carrying out the vision for all Children's Ministry activities and events
- Prepare and oversee Sunday morning programming for children from infancy to preschool.
- Review curriculum, prepare materials, and communicate effectively with Sunday volunteers and staff.
- Assist with recruiting, training, and encouraging volunteers to maintain high-quality programming.
- Work alongside the Children's Ministry Director to hire nursery staff; train, schedule, and support the nursery team.
- Manage bi-monthly payroll for Sunday mornings and other ministry-related events as necessary.
- Build strong, supportive relationships with parents and families.
- Help organize workshops, small groups, and events that focus on Christian principles in the home.
- Collaborate with staff and other ministry teams to support church-wide events and programs.
- Attend regular staff meetings and contribute to the overall ministry efforts of the church.

#### **Qualifications & Skills:**

- Must be at least 18 years old and a committed, mature Christian who leads with a Christ-like attitude and a servant's heart.
- CPR and First Aid certification (or willingness to obtain).
- Strong leadership and administrative skills, including organization and delegation
- Effective verbal and written communication skills.
- Friendly, approachable, and able to engage with parents, children, and volunteers.
- Motivated self-starter who works well both independently and in team settings.
- Capable of remaining calm and effective under pressure.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to lift and move objects up to 50 lbs.
- **Bonus Skills**
  - Degree in Early Childhood and/or Elementary Education is beneficial
  - Experience in Children's Ministry (paid or volunteer) preferred

#### **Schedule & Compensation**

- This is an on-site position with a flexible schedule—25 hours weekly, expanding to 30 hours during event weeks.
  - Sunday mornings (8:30 am–12:30 pm) are required.
- Additional hours for staff meetings, special events, and seasonal programs.
- Compensation will be based on experience and qualifications.
- Background check and Ministry Safe Training required.

#### **Why Join Us?**

Serving as a Childhood Ministry Assistant at Friendswood Methodist Church means playing a key part in nurturing faith in our youngest generation. You'll help create a loving, structured, and Christ-filled environment for children while supporting families and volunteers in their spiritual journey. If you feel called to help kids grow in faith through joyful, intentional ministry, we'd love to hear from you.

Email your resume and cover letter to [communications@friendswoodmethodist.org](mailto:communications@friendswoodmethodist.org).