



### **St. Patrick Family Ministry Assistant**

- Advocates for the nursery, children, special needs, youth, and adult ministries of the church by working with the Family Ministry Director to develop and implement strategies in each area of ministry.
- The Family Ministry Assistant is to aid the Family Ministry Director in carrying out her leadership duties.
- The Family Ministry Assistant is also a part of the Youth Staff.

### **The Family Ministry Assistant is:**

#### **Administrative**

- Communicates with volunteers and ministry leaders
- Works with the Family Ministry Director to ensure the congregation is informed regarding all areas of Family Ministry
- Maintains volunteer schedules
- Schedules various committee meetings, takes and distributes notes
- Aids in administration of SonShine - our Wednesday Evening Children's Program
- Aids in administration of Junior Worship
- Aids in administration of Special Friends
- Aids in administration of Youth Group meetings, events and trips
- Aids in administration of church wide events
- Keeps materials, classrooms and storage space organized and stocked
- Assists in recruiting and training volunteers
- Helps contact and welcome new families

#### **Creative**

- Assists in researching, planning, and implementing curriculum, events and activities
- Works with the Family Ministry Director to create engaging, beautiful spaces that are age appropriate and family friendly

#### **Pastoral**

- The Family Ministry Assistant is to help our children (up to 5th grade) and youth (6th – 12th grade) become disciples of Jesus
- As part of the Youth Staff, the Family Ministry Assistant will lead female students with intentional goal of meeting them spiritually and helping them grow as disciples of Christ

**Specific Responsibilities**

- Attend weekly staff meetings
- Meet with the Family Ministry Director weekly
- Teach approved curriculum or help recruit teachers for Sunday School and/or small groups
- Communicate with students & parents consistently
- Plan and chaperone Youth trips
- Lead or co-lead discipleship groups
- Schedule one-on-ones with female students
- Complete expense sheet once per month

Please send resume and cover letter to Family Ministry Director, [Amy@stpatrickpres.com](mailto:Amy@stpatrickpres.com)

