



## **BBC Kids Ministry Assistant Director**

Benchmark Bible Church

### **Main Ministry Function**

Partner with the KIDS Director to shepherd children, families, and volunteers by helping create joy-filled environments where children can know God's love, learn His Word, and grow in a foundation of faith. Provide leadership, organization, and hospitality support through preschool ministry, the KIDS Welcome Center, volunteer care, ministry systems, and family connection.

### **Expectations**

Benchmark Staff should be growing spiritually and active in the body of Christ through prayer, Scripture, fellowship, and healthy rhythms of rest, family, and worship. Live out Benchmark's Core Values—Loving, Spirit-Led, Generous, Joyful, Gracious, and a Servant-Shepherd. Support the ministry of Benchmark by building healthy relationships and communicating clearly with parents, the KIDS staff, and church leadership.

### **Responsibilities**

As KIDS Assistant Director, lead, model, and support ministry efforts that establish connection, equip children, volunteers, and families for spiritual growth, and encourage families to engage in the life and mission of the church.

### **Establishing Connection**

- Pray regularly for Benchmark Bible Church, its families, children, and volunteers while building relationships through Sunday presence, encouragement, communication, and follow-up.
- Create and maintain a welcoming, safe, clean, and age-appropriate environment for children, families, and volunteers.
- Oversee the KIDS Welcome Center by maintaining systems, readiness, volunteer support, and a hospitable check-in experience for new and returning families.
- Support family connection through KIDS worship bags, Sermon Notes, Baby Dedication, PreK Storytime, and family milestone events.

### **Equipping the Believer**

- Prepare and organize preschool lessons using a curriculum selected in collaboration with the KIDS Director.
- Assist with curriculum planning and formatting while updating and distributing ministry training materials.
- Train and equip volunteers through regular communication, scheduling assistance, and meaningful appreciation.
- Purchase and maintain general KIDS supplies and classroom equipment under the Director's oversight.

### **Engaging the World**

- Provide administrative and leadership support for special KIDS ministry events and church-wide fellowships.
- Partner with the Director to provide parents with tools for discipleship at home to help families feel connected.

### **Organizational and Collaborative Leadership**

- Maintain accurate financial records by balancing the ministry register and submitting reimbursement requests.
- Manage master scheduling tools and volunteer tracking systems in collaboration with the KIDS team.
- Lead volunteer appreciation efforts in coordination with the Volunteer Appreciation Team.
- Attend weekly staff meetings, serve as Sunday Supervisor monthly, teach once a month, and attend worship regularly.

### **Qualifications**

- Growing relationship with Jesus.
- Early childhood or ministry experience preferred.

- Strong administrative, organizational, teaching, and relational skills.
- Proficiency in basic financial tracking and document formatting.
- Background check and Ministry Safe certification required.

**Weekly Hours**

20–24 hours per week, including Sunday mornings and in-building office hours for collaboration, preparation, and ministry support. Reports to: KIDS Director.