

### ***CB Kids (infant - K-5) Ministry Assistant (Part Time)***

The CB Kids (infant – K-5) ministry partners with parents in leading their children toward a Gospel-centered life, equipping volunteers to shepherd children, and encouraging children to grow in Christ by teaching them Biblical truths in meaningful ways.

**Position:** CB Kids (infant - K-5) Ministry Assistant

**Part Time:** 10-20 hours/week, salary to be discussed at a later time

#### **The Mission**

Charleston Baptist Church's mission is to glorify God by making healthy disciples of all nations. Our vision is to be a gospel community on mission for Charleston and the world.

The CB Kids (infant – K-5) Ministry Assistant will work alongside the CB Kids (infant – K-5) Director in the planning, preparation, and carrying out of lessons and ministry activities and events occurring Sunday mornings, Wednesday evenings, and other occasions, as needed. The scope of this position also involves some teaching, coordinating volunteers, and communicating with families - all under the supervision of the Director.

#### **Job Essentials**

Christ follower who demonstrates spiritual maturity by living out and driving the core values of Charleston Baptist Church: Worshiping as one body, Growing in our relationship with Jesus, Connecting in community, and Serving both inside and outside the church.

A passion for the Lord who consistently spends time with God through His Word and prayer.

Possess a love for and desire to serve families, children, and volunteers through the ministry of CB Kids.

Aptitude for learning, utilizing, and adapting to online systems, applications, and software platforms.

Active member in the life of Charleston Baptist Church or plans to pursue covenant membership.

Contributes toward the improvement of the ministry, as a whole.

Functions well with co-workers.

#### **Key Responsibilities**

Come alongside the Director as a support.

Preparation of lessons and snacks.

Ensure all groups have the correct number of volunteer caregivers and teachers.

## Key Responsibilities cont'd

Serve at either 9:15 am or 11 am hour on Sunday mornings, overseeing volunteers and filling in when a vacancy occurs.

Serve on Wednesday evenings, overseeing volunteers and filling in when a vacancy occurs.

Work with Director to provide opportunities for ongoing training, fellowship, and equipping of volunteers.

Assist with check-in, as needed.

Show care and Christian concern for parents, children, and volunteers.

Work with CBC Team members in collaborative events (eg. Back to School Bash, Parents Night Out, Egg Hunt, etc.)

Assist with social media posting regarding upcoming events or important information.

## Application Process

If you believe the Lord is calling you to this position, please submit your resume to [admin@charlestonbaptist.org](mailto:admin@charlestonbaptist.org).

Your resume should include the following information:

- Personal information. (Name, address, contact information, etc.)
- Employment experience.
- Educational background.
- Your personal testimony on how you came to know the Lord.
- Why this ministry opportunity interests you.
- Hobbies that you enjoy.
- At least two references.

\*Note: This job description is a general guide and is intended to be a working document. It may be adjusted as needed over time. Charleston Baptist Church is an Equal Opportunity Employer.