

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Children's Ministry Assistant

Department: Children's Ministry

Hired By: Minister to Children

Reports To: Minister to Children

Campus: The Loop

Status: Full Time Non-Exempt

Employment Category: IV

Summary of Position: This position provides support to the Children's Ministry of HFBC (Loop Campus) with specific administrative responsibilities to the department and the Minister to Children.

Purpose: To provide ministry assistance to the First Kids team through administrative support and ministry minded hospitality to children and their families, grades 1-5.

Duties and Responsibilities:

Administrative Ministry

Assistant to the Minister to Children

- Assist the minister to Children with ongoing tasks and assignments as requested.

Office Administration:

- Serve as the First Kids ministry office receptionist by directing/assisting phone calls and visitors within the ministry suite.
- Manage office supplies, copiers, coffee stations, breakroom snacks, and overall office upkeep.
- Maintain the Children's Ministry calendar on Outlook. This includes birthdays, events, vacations and weekly uniform assignments.

Inter-Ministry Relationships:

- Maintain a working relationship with various ministries of HFBC on behalf of First Kids. These ministries include but are not limited to Finance, Facilities, Housekeeping (DTK), Culinary, First Baptist Academy (FBA), and American Heritage Girls (AHG),
- Work with the Finance office to insure outside accounts (Lifeway) are paid and check requests and journal entries are made in a timely manner.
- Work with the appropriate departments to secure calendaring for churchwide event, room reservations, room setups, and culinary needs.

Resource Coordinator:

- Maintain the ministry resource room.
- Receive, gather, and prepatre weekly supply needs from staff and Pathmakers. This will include purchases from various suppliers (ex: Amazon, Staples, Lifeway, Walmart).
- Maintain classroom resource cabinets in cooperation with those Pathmakers who use the cabinets.

Ongoing Program Ministry:

- Work with all First Kids ministries (ex: Preteen, VBS, Worship) to fulfill the mission of First Kids Children's Ministry.
- Be able to work a modified work week which will involve working on Sundays, Wednesday evenings, and other times as the ministry requires.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Re quirements: Select all that apply:

- Language skills Math skills Reasoning ability
- Computer skills: Windows Mac MS Office MS Outlook
- Other: Canva
- Administration Service to others Teacher/Leader
- Good Communication skills Team builder Self-disciplined
- Servant leader Decision maker Strong work ethic
- Empathy for ministry partners Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
- Church Staff experience preferred Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Bill Emeott

Working Conditions: Select all that apply

- 40-hour work week Additional hours as needed Occasional off campus
- Continuing Education Specialized training Occasional travel

Prepared By: Bill Emeott

Title: Minister to Children

Date Prepared or Revised: September 29, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name