

Children's Ministry Associate | Agapé City Church

DATE: February 5th, 2026

MINISTRY AREA: Children's Ministry

REPORTS TO: Director of Family Ministries

JOB STATUS:

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|---|---|
| <input type="checkbox"/> Exempt (not eligible for overtime) | <input checked="" type="checkbox"/> Non-Exempt (eligible for overtime) |
| <input type="checkbox"/> Full Time (30 or more hours/week) | <input checked="" type="checkbox"/> Part Time (Less than 30 hours/week) |
| <input checked="" type="checkbox"/> Hourly | <input type="checkbox"/> Salaried |
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JOB DESCRIPTION

Summary / Objective

The Children's Ministry Associate supports the effective execution of Agapé City Church's Children's Ministry by assisting with weekly environments, volunteer coordination, family connection, and ministry logistics for children from birth through 5th grade.

This role partners closely with the Director of Family Ministries to ensure that systems, curriculum, and environments are carried out with excellence, consistency, and care. While this role does not carry primary leadership responsibility for ministry direction, it plays a critical role in supporting volunteers, engaging families, and creating welcoming, prepared ministry environments that align with the mission and vision of Agapé City Church.

General Job Duties

- Support the implementation of Children's Ministry curriculum and weekly plans for Birth–5th Grade, in coordination with the Director of Family Ministries.
- Assist with curriculum scheduling, preparation, and organization to ensure classrooms and leaders are ready for weekend environments.
- Support supply organization, classroom readiness, and set-up/tear-down needs for Children's Ministry environments.
- Assist with volunteer coordination, including preparation, communication, and training support, under the direction of ministry leadership.
- Help connect with new families, follow up with non-returning families, and support family engagement efforts such as birthdays and new baby connections.

- Assist with planning and execution of Children's Ministry events and community outreach activities.
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Essential Functions

- Build positive, welcoming relationships with children and parents.
 - Support Children's Ministry leaders by ensuring execution details are handled with care and consistency.
 - Attend and participate in appropriate staff and ministry team meetings.
 - Assist in tracking and maintaining Children's Ministry budget items and supply needs.
 - Provide reliable presence and support during weekend services and special events.
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Essential Competencies

- Biblically grounded and aligned with the mission of Agapé City Church
 - Strong organizational and task-management skills
 - Dependability and follow-through
 - Ability to communicate clearly with children, parents, volunteers, and staff
 - Flexibility and adaptability in a ministry environment
 - Humility and willingness to support leadership direction
 - Compassion and relational awareness
 - Ability to steward physical and financial resources responsibly
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Required Education, Experience, and Membership

- Bachelor's Degree or relevant experience in children's ministry or related work
- Engaged member, or willing to become a member, of Agapé City Church
- Willingness to support and submit to the leadership established by the church

Role Summary:

Children's Ministry Associate | Agapé City Church

Primary Posture: Ministry execution and support

Primary Responsibility: Reliable, prepared, and welcoming Children's Ministry environments

Why This Role Exists

The Children's Ministry Associate exists to ensure that the **day-to-day execution** of Agapé City Church's Children's Ministry is consistent, prepared, and hospitable for children and families.

This role supports ministry leaders and volunteers by handling preparation, logistics, coordination, and follow-through so that ministry environments are equipped to succeed, not dependent upon last-minute problem solving from volunteers.

What This Role Owns

This role is responsible for:

- Supporting the **execution of weekly Children's Ministry environments** (Birth–5th Grade)
- Assisting with **curriculum preparation, scheduling, and organization**
- Helping ensure **classrooms, supplies, and spaces** are ready and resourced
- Supporting **volunteer coordination and preparation** under ministry leadership
- Assisting with **family connection and follow-up** (new families, birthdays, new babies, etc.)
- Supporting Children's Ministry events and outreach activities

This role owns **reliability, preparation, and consistency** in execution.

What This Role Does *Not* Own

This role is **not** responsible for:

- Setting ministry vision, strategy, or curriculum direction
- Oversight of Children's Ministry volunteers independently
- Making final decisions regarding ministry structure or priorities
- Carrying leadership accountability for ministry outcomes

Direction and accountability for ministry outcomes remain with the **Director of Family Ministries**.

How Authority Works

- This role operates under the **direction and oversight** of the Director of Family Ministries
 - Tasks, priorities, and standards are clarified through ministry leadership
 - Initiative is encouraged, but **alignment and communication** are required
 - Concerns, gaps, or challenges are surfaced upward rather than carried alone
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How Success Is Measured

Success in this role is measured by:

- Prepared and welcoming Children's Ministry environments
- Clear communication and follow-through
- Volunteers feeling supported and ready
- Families experiencing consistency and care
- Details are handled consistently and weekend environments run smoothly

Consistency and Reliability matter

How This Role Fits the Larger System

The Children's Ministry Associate supports the system by:

- Reducing execution strain on ministry leaders
- Strengthening volunteer confidence through preparation
- Helping families feel seen, welcomed, and remembered

This role makes healthy ministry **sustainable**, not just possible.

