



Southwest Church is a Gospel Centered, Multiethnic, Intergenerational Church. We Love Discipleship!

WHO WE ARE

OUR FOCUS

Southwest Church is focused on discipling people to become committed followers of Jesus Christ. We desire all members of Southwest to be:

- **PLANTED** (the call to salvation)
- **ROOTED** (the call to foundation)
- **GROWING** (the call to maturation)
- **GOING** (the call to multiplication)

OUR VALUES

- **We are Faithful** - We love Jesus! Our gospel-centered church will be driven by our gospel-centered team. We will aim for faithfulness to Jesus, Jesus' Word, and Jesus' will above all else. (1 JOHN 4)
- **We are Family** - Our families are our first ministry not the church. Our families will love the church and never feel like they have to compete with the church. So we'll honor the Sabbath, honor time away from work to invest in our families, and encourage our people to do the same. (1 TIMOTHY 3)
- **We are Fun** - Laughing, enjoyment, and celebration is gonna be normal here. Our calling is a serious one, but it is not one that is without amazing fun! (ECCLESIASTES 8)
- **We are Free** - We are a team on a mission. And you're free to make that mission happen! We let thoroughbreds run. We'll give you the play and make sure you're free to run it. Our team is free to lead. Free to speak. Free to innovate. Free to fail. All for the purpose of achieving the mission God has given us. (GALATIANS 2)
- **We are Forgiving** - Sin is serious and we won't let it remain in the camp. We will constantly forgive one another because we've been forgiven. When conflict happens, we'll address it quickly, respond graciously, and move forward by keeping short accounts with each other. (MATTHEW 18)
- **We are Flexible** - We embrace change! There are no sacred cows here, just a sacred goal to make Jesus famous! We'll be geared to the times but anchored to the rock. (MARK 2)
- **We are Forthright** - We want to bear much fruit! And because ministry is hard to measure we'll allow iron to sharpen iron to make one another better! So we're gonna be forthright. Because fearless feedback yields fruit! (PROVERBS 27)



ADMINISTRATIVE ASSISTANT

MINISTRY TEAM: KIDS



SUMMARY

Performs meaningful work supporting the ministry of Southwest Church through the execution of key administrative support responsibilities within the Kids Ministry Department. This role works in collaboration with other Family team members and supports the Family Ministry Pastor in fulfilling the responsibilities placed upon the Family Ministry Department by Southwest Church.

KEY RESPONSIBILITIES

As a vital member of the Kid's Ministry Department, this individual will work closely with the other members of the team to:

- Serve as the initial contact for Kid's Ministries by fielding initial phone calls, walk-ins and email inquiries
- Provide administrative support for Kid's Ministries' Sunday services, Summer Spectacular and other events, including the managing of registrations
- Maintain the church database records for Families, Kids, as well as, Volunteers
- Recruit, train and help develop volunteers to assist in department administration and teaching
- Schedule, manage and train, Paid Childcare Team, who work during the week for scheduled group studies & events
- Manages, schedules and trains volunteers with Check-in for weekend services, weekday small groups studies and special events
- Maintain the yearly calendar for Kids Ministry, including church-wide planning calendars
- Work with ministry leads to process and onboard new volunteers, including administering the necessary background checks & safety clearances
- Oversee and maintain the Kid's Ministry office and instructional supply inventory
- Manage monthly church credit card and petty cash reconciliation for the Kid's Ministry Department
- Maintain organization and cleanliness of interior department lobby
- Assist with hallway, classroom, Club House and Zone decor
- Perform other duties as assigned

QUALIFICATIONS

- Love God and love Children
- Must have 3+ years related experience with Children's Ministry
- Exemplifies friendly, professional and positive demeanor
- Demonstrates time management skills, while working on multiple projects
- Exhibits strong written and oral communication skills
- Displays proficient computer skills, including knowledge of computer applications, such as Word/Pages, Excel/Numbers, Powerpoint/Keynote, etc. and capable of learning new software in a timely manner
- Proves to be a proactive, self-starter, creative problem solver and collaborative team player
- **Physical Requirements:** Constant periods of sitting, repetitive motions and all aspects of classroom and event set-up and decor