



## GRACE BIBLE CHURCH OF BEND

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*gracebibleofbend.org | info@gracebibleofbend.org | PO Box 8796 Bend, OR 97708*

### **Open Position Title: Children's Ministry Assistant**

**Date:** Position starts April 2019

**Reports to:** Children's and Youth Ministry Director

**Send Resume to:** Andrew Sullivan | [andrew@gbcbend.org](mailto:andrew@gbcbend.org)

### **Overview:**

Grace Bible Church is seeking an administrative assistant to help with Children's Ministries. This position will be compensated at \$14.00 per hour and will require 15 hours per week.

### **Qualifications:**

- Humble team player who works for the glory of God and seeks excellence in all things
- Must have a high attention to detail and be a self-starter
- Tech savvy and well organized
- Must be able to manage his or her time well
- Needs to enjoy working with people and be a good verbal and written communicator
- Needs to be in a Grace Bible community group and be a member of Grace Bible Church

### **Overall Primary Responsibilities**

#### **1. Volunteer Scheduling & Recruiting**

- a. Work with Grace Kids Director to brainstorm and recruit new volunteers
- b. Coordinate with Grace Kids Director to fill holes in schedule, contact replacements, etc.
- c. Create and update Grace Kids weekly plans on Planning Center

#### **2. Volunteer Communication**

- a. Keep Grace Kids Contact List updated
- b. Communicate with volunteers regarding shift swaps, subs, etc.
- c. Send out invitations and collect RSVP's for Children's and Youth Ministry meetings

#### **3. Classroom Set-up and Organization**

- a. Print weekly Grace Kids lessons, coloring pages, and memory verse cards & put in classrooms.
- b. Check classrooms weekly for organization and clean/reorganize as needed
- c. Order any needed supplies

#### **4. Event Planning**

- a. Put together event announcements on our website and our church app
- b. Send out reminders, collect RSVP's, and coordinate event childcare as needed
- c. Reserve venues, transportation, and equipment as needed

### **About our Church:**

Grace Bible Church is a growing Acts29 church plant that started in June of 2011 and is located in beautiful Bend, Oregon. The dream of Grace was to plant a church that sought to glorify God by exalting Jesus Christ and being an authentic community of believers who sought to live as the Body of Christ and the Family of God. We are a simplistic church that lives as the Family of God, on the Mission of God, for the Glory of God in Bend and around the world.