

**Palma Ceia United Methodist Church
3723 Bay to Bay Blvd
Tampa, FL 33629**

**Children's Ministry Assistant
Requirements and Job Description**

All children deserve a safe, loving environment to learn about God. Our goal at Palma Ceia is to bring each child into his or her own relationship with God through clear, fun, age-appropriate Bible-based lessons and crafts and by our personal Christian example.

Every parent who visits our church should know that we make every effort to ensure the safety of each child on our campus at all times by following *Safe Sanctuary* guidelines. **A copy is posted outside our nursery.*

The CM Assistant will have a unique opportunity to make a lasting impression on the children at Palma Ceia. Nothing is more important to a child than the love felt from those around them. Many of the lessons we teach will soon be forgotten, but the genuine love that comes from a relationship built over the course of a school year will be remembered forever.

Please see the CM Assistant Requirements and Job Description below. You have a special opportunity, so please don't underestimate your position or let yourself get burned out. We will never expect something from you that we have not discussed with you first! 😊

Children's Ministry Team

Assistant Requirements:

- Must LOVE children!
- Have experience working with children.
- Criminal background check.
- High School graduate or equivalent.
- Must be willing and able to be a "team member".

Assistant Job Description:

- **Work availability between 7-10 hours per week.**
- **Will assist CM Director with prepping crafts for classes for up to two hours prep time per week.**
- **Teach a Sunday school class or assist teaching Sunday school wherever needed in CM on Sunday mornings from 8:30am – noon. (May also include giving a 3-minute children's message in front of the congregation.)**
- **Teach a class or help wherever needed in CM on Wednesday nights from 5pm – 8pm. (May also include assisting with our children's choir practice.)**
- **Be available to assist with children for Special Events on campus or away (i.e. Easter, VBS, Fall Festival, Turkey Trot, Advent Celebration, Christmas Eve, etc.).**
- **Will follow pre-set hourly schedule and will clock- in and clock-out on the church office time clock.**
- **Must be willing to attend ministry workshops as needed.**
- **Will assist CM Director in growing CM at Palma Ceia.**
- **Will help create crafts, props, etc. for holidays or special events.**
- **Will give minimum two weeks notice if need to be away, unless for an emergency.**
- **Will complete a 3-month probationary period.**