



Gainesville, FL
352-376-6992
www.greenhousechurch.org

Job Title: **Sprouts Ministry Assistant**

Reports To: **Sprouts Director**

Job Purpose

This position exists to assist the Sprouts Director in managing weekly tasks required for the success and continuing growth of the Sprouts Ministry. This position is responsible for many of the systematic administrative and communication tasks of the children's ministry. The Early Childhood Ministry Assistant is also responsible for coordinating and managing the Wednesday night Sprouts ministry.

Duties and Responsibilities

Wednesday Night Sprouts Ministry

- Assist Sprouts Director in coordinating Wednesday night Sprouts ministry
- Assist the Sprouts Director in the recruitment, follow up, interview, scheduling, and discipling of Wednesday night Sprouts leaders
- Help coordinate and implement leader appreciation and leader bonding events for Wednesday night leaders
- Help prepare and implement Wednesday night curriculum
- Assist in the development and implementation of new Wednesday night ministry ideas

Administrative Tasks

- New visitor information and follow up
- Attendance tracking
- New volunteer information and tracking
- Drafting emails to leaders
- Communicating with leaders weekly in regards to the lesson
- Receipt consolidation and budget reports

Assistant Tasks

- Keep the Sprouts supply room clean and organized
- Clean and sanitize the toys in the Sprouts hall
- Run copies as needed
- Maintain an inventory of supplies and shop for restock as needed

Ongoing Projects/Special Events

- Assist ministry director in planning events such as Baby Dedications, Parenting groups/classes, celebrating milestones, special events etc.
- Coordinate and/or serve in a classroom on Sunday (as needed)

Church Staff Meetings

- Attend weekly staff meetings with ministry leader and maintain knowledge of church developments and events
Attend children's ministry meetings

Required Character Attributes & Team Values

- **Must Be Willing to Uphold and Champion the Following Team Values:**
 - Be a God seeker
 - Help to increase the faith quotient of the team
 - Be able to have crucial conversations
 - Must work hard and play hard
 - Be willing to progress as a disciple, teammate, and employee
- **Must Have the Following Character Attributes:**
 - Places a high value on unity (According to Ephesians 4:3)
 - Lives a life above reproach (1 Timothy 3)
 - Models appropriate behavior toward the opposite sex (Ephesians 5:3)
 - Models a life of holiness, purity and integrity (Hebrews 12:14)
 - Has a good grasp of scripture and not given to untested points of view (Colossians 2:8)
 - Devotes themselves to prayer (Colossians 4:2)
 - Has a persevering spirit and soul (James 1:4).
 - Is strong and stable and not given to double-mindedness (James 1:8)
 - Is quick to listen, slow to speak and slow to be angry (James 1:19)
 - Has a calmness of spirit and does not over react (Proverbs 29:20)
 - Displays loyalty to other team members (2 Timothy 4:9-18)
 - Displays a positive attitude (Philippians 4:8)

Essentials Skills, Knowledge and Experience

- Demonstrated experience in Christian leadership by using credibility and capabilities to influence followers to pursue God's direction for their lives
- Demonstrated experience in completing a range of administrative and/or necessary tasks
- Comfortable with performing similar repetitive tasks every week while maintaining excellence
- A good level of communication and interpersonal skills including the ability to work as a part of a team oriented working environment, and to mobilize others as part of a team culture
- Well-developed computer skills including demonstrated experience in the use of a range of Microsoft Office products (i.e.: Word, Excel, etc.) additional skills as needed.
- Excellent time management skills
- Maintains effective communication with all Greenhouse staff to ensure coordination and exchange of information for accomplishing Greenhouse goals
- Maintains working hours as determined by the needs of the ministry/position

- Comfortable cleaning body fluids and tending to injuries
- Able to make quick decisions in unexpected situations
- Willing (and able to learn) to troubleshoot computer-related problems independently
- Demonstrates effective written and verbal communication skills
- Able to use own transportation to run required errands around town as needed
- Attends staff meetings, retreats and other church functions as directed

Qualifications

- Associate Degree preferred
- Experience in Christian leadership
- Participates in a Microchurch
- Is currently serving, has recently served, or is planning on serving in a volunteer ministry
- Competent in Microsoft Office and Google drive, etc.
- Able to lift 50 pounds and move furniture
- Good written and verbal communication skills

Time Requirement

Part Time: 20 hours per week

Required Times: Set schedule approved by Sprouts Director for weekdays

Other Hours: Set schedule approved by Sprouts Director for office hours

Approved by:	
Date approved:	
Reviewed:	