

Katy Christian Community Church (KCCC)

Job Description – Interim Children's Ministry Assistant

KCCC is seeking an interim Children's Ministry Assistant position for an active, bi-cultural, and multi-staff office setting. Katy Christian Community Church (KCCC) is a nondenominational Bible church that was planted in December of 2006. For more information about KCCC, please visit our website at www.katyccc.org.

Date Posted: 7/2/2025

Job Type: This is a 20 hour/week part-time position. The interim children's ministry assistant reports to and is under the supervision of the Senior Pastor until the Children's Pastor/Minister/Director position has been filled, at which time, this position will be re-evaluated as needed.

Job Title: Interim Children's Ministry Assistant

Job Purpose: Provide administrative and ministry support for the Children's Ministry and maintain appropriate communication between Children's Ministry and other ministries within Katy Christian Community Church.

Responsibilities:

- Assists the Children's Ministry in coordinating the tasks necessary for the successful completion of all programs and missions of the Children's Ministry. Programs include:
 - Sunday mornings Kids Church and Sunday Schools
 - Friday night Kingdom Kids
 - All summer camps including JT Missionary Camp
 - All missional outreach events, and all in-reach events
- Provide general administrative help including but not limited to scheduling meetings and training, preparing weekly attendance sheets, preparing student handouts, curriculum supplies, making copies, running errands, writing letters and other correspondence as requested.
- Work with the Children's Ministry in coordinating the teachers for each quarter.
- Purchasing and processing resources including curriculum materials within the Children's Ministry.
- Keep the Children's Ministry work room organized and ready for teacher use. At least twice a year, thoroughly clean and reorganize the work room.
- Keep the classrooms organized, check and restock supplies as needed.
- Work with volunteers to keep the nursery and toddler room clean.
- Maintains a database of all attendees and volunteers. Provides necessary reports on attendance, numbers, prospects, etc.
- Plan and complete the promotion of all children to the next age/grade annually.
- Submit building usage and facility requests associated with Children's Ministry events for special and reoccurring events and ensure setup/cleanup is completed.

- Communicate regularly with families on events and programming within the Children's Ministry.
- Any other duties assigned by Senior Pastor and the Administrator.

Qualifications:

- Good Christian character with a heart for church ministry, people person with strong interpersonal skills, and must exhibit a personal and growing relationship with Jesus.
- Familiar with KCCC's Children's Ministry with a minimum of 1 year of experience working with children in a professional or volunteer capacity.
- Must agree and adhere to the Statement of Faith and embrace the vision, mission and core values at KCCC and be a member of KCCC.
- Minimum college diploma and must possess administrative abilities and organizational skills related to event program planning and implementation.
- Proficient in office technology and strong computer skills with a solid working knowledge of Microsoft Office, and Google Docs.
- Ability to work independently without supervision.
- Should be a person who gives extreme attention to details.

Contacts: For more information about the application process, please contact:

Personnel Committee
Katy Christian Community Church
24747 Roesner Road, Katy, TX 77494
e-mail: PC@katyccc.org
Phone: 832-437-1998
www.katyccc.org