**Role: Children’s Ministry Administrator (unpaid)**

**Purpose:** To assist with administration the schools & children’s lead and the core children’s teams

**Time commitment:** 8 hours per week, term time (mostly remote, with occasional in-person meetings)

**Responsible to:** Schools & Children’s Lead (Rowena)

**Skills Required**: Good sense of humour, flexible, IT skills or confidence to learn in Microsoft office, Canva and Churchsuite.

**To Do This By:**

* To send weekly emails/whatsapps to team and parents
* To plan and keep up to date kids ministry rotas in co-ordination with Rowena & core team
* To create a termly newsletter
* Update social media and latest news with children’s ministry events and information
* To keep churchsuite up to date
* To do purchasing and administration for events and special services
* Other ad hoc tasks
* Meet weekly for 30-60mins (online at mutually agreed time or on Tuesday morning) with Rowena

You are also invited to staff prayers on Tuesday morning 9.30am-10.30am in term time if you are able to attend but this is not compulsory. We ask that you commit to this each week if you do decide to attend.