

ADMINISTRATIVE SUPPORT

OVERVIEW

The Children's & Family Ministries (CFM) Admin Support supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by assisting the staff and volunteers with meaningful upkeep of databases, supplies, and printed items.

RESPONSIBILITIES

- Maintain and update attendance records on Realm for Children's & Family Ministries (CFM) programs including Sunday School, Chapel, and Childcare
- Create and track event registrations on Realm and/or Signup Genius for CFM events
- Reserve rooms, complete room set-up forms, and coordinate hospitality with Sextons and others for weekly and occasional CFM events
- Help keep CFM storage, classrooms, and shared space organized and supplies in stock
- Assist with printing prep for Sunday School activities
- Print children's bulletins, check pew cards are stocked, worship bag station is cleaned, refilled, and new items ordered and updated as needed.

RELATIONSHIPS

The administrative volunteer is served by the Director of Children's and Family Ministries, who ensures the support needed to thrive in this role. This volunteer serves with other members of the children's ministries team.

TIME COMMITMENT

3-8 hours per week

SKILLS AND INTERESTS

Organized, resourceful, keen attention to detail, team-player, task oriented, capable of using Microsoft Office and Adobe programs, and comfortable with using computers and printers.

RESOURCES AND TRAINING

- Volunteer will receive training to use Realm database software and will receive support through training orientation for CFM groups and activities

Curious? Interested in this ministry?

Contact Cate Jones, Director of Children's & Family Ministries at cate.jones@stgeorgesnashville.org or 615-385-2150 x 268.