



CHILDREN MINISTRY ASSISTANT (VOLUNTEER MANAGEMENT, ADMIN & OPERATIONS)

Reports to: Senior Pastor and Children Ministry Leader

Supports: Children's Ministry Leader, Assistant Leader, and Volunteer Teams

Purpose: To support the Children's Ministry through strong administrative, operational, and communication systems that enable smooth, safe, and efficient ministry functioning — freeing leaders and volunteers to focus on gospel-centered discipleship.

Overall:

1. Oversees ministry operations and alignment to the church's vision and mission
2. Oversees and manages the volunteer team to ensure healthy gospel-centered team culture
3. Ensures ministry is organized, resourced and ready for service

Core Responsibilities:

Communication & Coordination

1. Send weekly updates, reminders, and announcements to volunteers and parents
2. Manage parent communications (sign-ups, follow-up messages, forms)
3. Manage ministry communication platforms (WhatsApp groups, Zoom meetings)
4. Coordinate with other ministries for shared resources or support

Administration & Scheduling

1. Oversees weekly rosters and provide volunteers with ready resources (materials, AV equipment, IT support) across all age groups (Playgroup, Preschool, Primary & Special Needs team)
2. Manage ministry calendar and reminders for key events and meetings and ensure timely announcements to parents, volunteers and children
3. Manage registrations, feedback forms for children's service and events
4. Coordinate lesson folders, digital resources and volunteer access according to their teams and age groups (Playgroup, Preschool, Primary)

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Operations & Logistics & Event Management

1. Oversee logistics for Sundays and special events (e.g. KBC, Good Friday, Christmas, Carnivals).
2. Ensure teaching materials, supplies, IT & AV equipment are well-maintained, ready for sessions.
3. Manage and plan operations, volunteers and people movement for special events (e.g. Kids Bible Camp, Church Camp, Good Friday, Christmas, Carnivals, K2/P6 graduation, Volunteers Appreciation).
4. Manage procurement and resource inventory (crafts, vests, welcome packs)
5. Track and report ministry expenses in coordination with Finance.

Data & Record Management

1. Maintain attendance, visitor, and volunteer databases.
2. Compile reports and ministry metrics for leadership reviews.
3. Support evaluation and follow-up processes after events.
4. Maintain digital knowledge base and archives for ministry continuity.

Safety, Compliance & Risk Management

1. Ensure implementation of child-protection policies and safe ministry practices.
2. Track volunteer screening, background checks, and training compliance.
3. Manage incident reporting and emergency procedures.
4. Support ministry readiness through checklists and SOPs

Span of care:

1. Meets regularly with volunteers to prepare for Children's services and events

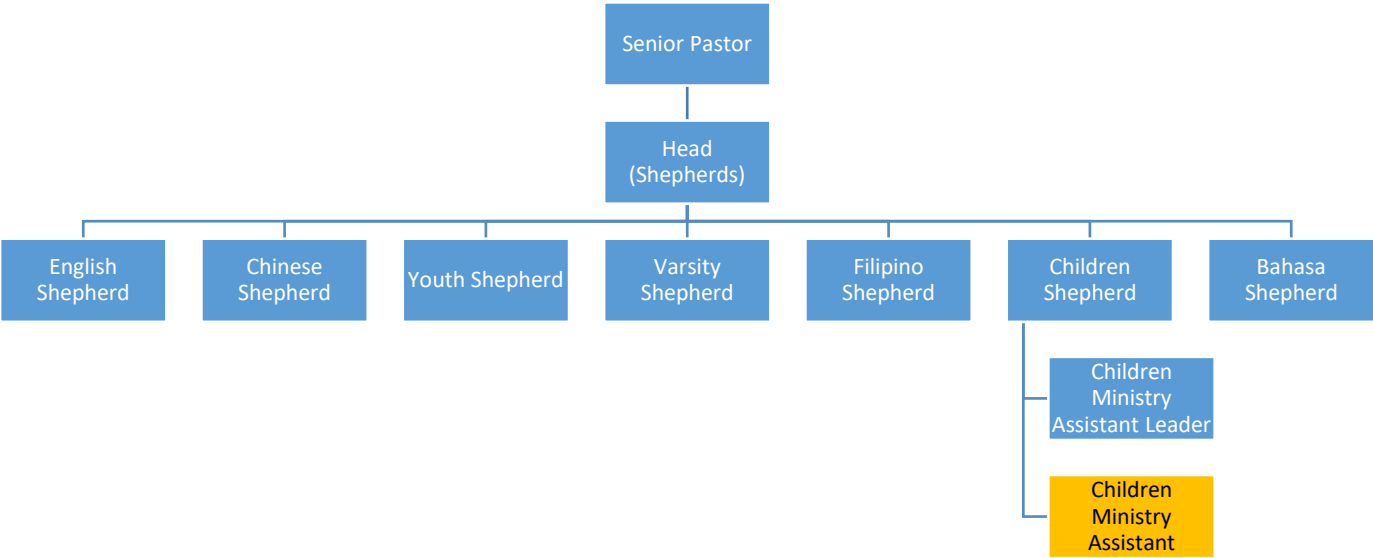
Requirements:

- Work on Sundays as well as Christmas and Good Friday
- Strong communication skills to liaise with volunteers and parents.
- Comfortable with digital tools (Google Workspace, spreadsheets, communication apps)
- Strong organizational and administrative skills.
- Experience in operations, coordination, or event management.
- High attention to detail and ability to manage multiple tasks.

Other Expectations:

- Exhibits professionalism and a conscientious work ethic
- Willingness and ability to work at a fast pace with composure and flexibility
- Awareness of the need for confidentiality
- Attention to details with an eye for excellence.
- Should be a self-starter
- Able to multi-task and prioritize projects
- Endorse and support the local church and her mission.

Organization Chart



Area	Leader	Assistant Leader	Admin & Ops Assistant
Vision & Strategy	Leads and plans	Implements on the ground	Tracks and supports
Curriculum	Develops content	Executes and reviews feedback	Prepares materials
Volunteer Management	Mentors leaders	Leads and cares for volunteers	Coordinates schedules
Sunday Operations	Oversees structure	Manages flow and support	Handles setup and logistics
Communications	Approves messaging	Shares updates	Sends and manages
Events	Plans vision	Leads teams	Administers logistics
Data & Reports	Reviews insights	Gives feedback	Compiles and records