

**Job Description:  
Next Generation – Kids Ministry Associate**

<b>Scope:</b>	A 45 hour full-time permanent role beginning in January 2026
<b>Overview:</b>	<p>The <b>Next Generation – Kids Ministry Associate:</b></p> <ol style="list-style-type: none"> <li>1. Provides ministry and admin support to the Kids Ministry Director which includes:             <ol style="list-style-type: none"> <li>a) Ministry Events (Friday evenings &amp; Sunday mornings),</li> <li>b) Admin in preparation for the ministry events,</li> <li>c) The leadership of volunteers within the ministry,</li> <li>d) Care for the volunteers within the ministry,</li> <li>e) Assistance in the communication to parents of children within the ministry.</li> </ol> </li> </ol>
<b>Reports to:</b>	Children’s Ministry Director
<b>Key qualifications &amp; requirements:</b>	<p>General:</p> <ul style="list-style-type: none"> <li>• A fully-committed Christian who feels called to service in the Church.</li> <li>• A member of Rosebank Union Church.</li> <li>• Ability to relate well with the RUC staff, from ground staff to senior leaders.</li> <li>• Ability to relate well with members of RUC, as well as non-Christian people from the surrounding community.</li> <li>• An adherent of our RUC staff culture codes.</li> </ul> <p>Job-specific:</p> <ul style="list-style-type: none"> <li>• Committed to a unique call of God for ministry to Children.</li> <li>• A love and care for the children of RUC Kids.</li> <li>• Suitable administration skills such as planning and assisting in ministry events.</li> <li>• Leadership ability to lead volunteers.</li> <li>• The ability to care for the volunteers of RUC Kids.</li> </ul>

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**Nature of duties:**

**1. Kids Ministry Assistance**

a. Sundays & Fridays

- Present at set up and during the ministry events of Sunday mornings,
- Assist with admin during the week for the preparation of the ministry event of a Friday evening,
- Help equip the volunteers for the weekly ministry events,

b. Primary Schools:

- Assist in overseeing the RUC Kids Volunteers with regards identified schools for evangelistic outreach.
- Provide guidance and support where necessary
- Assess material

c. Administration

- Assist in the administration duties of the ministry, such as but not limited to:
  - Database management,
  - Event planning and execution,
  - Preparing materials for volunteers.

d. Other

- The Kids Ministry Associate will be required to be part of Next Gen Ministry meetings and general ministry church meetings.
- Ministry events away such as the annual Holiday Club, special parent meetings and possible ministry get away events would need to be attended.
- As far as possible, special staff gatherings such as planning days and staff development days would need to be attended.
- Sunday morning work and Friday evening work is required from this role, plus the usual office hours required.

**Signed:** \_\_\_\_\_ (Kids Ministry Associate)      **Date:** \_\_\_\_\_