



JESUS EXALTED + WORD EXPLAINED
EASTERN STAR CHURCH

MINISTRY PREP ASSISTANT

The Ministry Prep Assistant primary responsible involves ministry preparation during youth services and events including administrative duties related to sign-in/attendance tracking, setup and cleanup, disseminating materials/supplies, and snacks to students, etc. The Ministry Prep Assistant plays a key role in managing the classroom/service environment and flow of ministry.

Ministry Area/Department	Children's Ministry / Teen's Ministry
Accountability Track	Campus Lead → Coordinator → Sr. Coordinator
Population Segments	Children (Ages 3 – 5) Kids (Kindergarten - 3 rd Grade) Tweens (4 th and 5 th Graders) Teens (6 th – 12 th)
Position May Be Filled By	Qualified church members
Personality Traits & Abilities Needed	Excellent planning and organization skills, punctual and reliable, trustworthy and dependable, must love people, and work very well with a team of other adults. Must have excellent communication skills and be comfortable communicating with staff, students, and parents.
Spiritual Gifts	Helps, Administration
Desired Length of Service	1 or 2 year commitment
Total # Needed	3 per campus

ANTICIPATED TIME COMMITMENTS

1. **Tracking Weekly Attendance:** 1 hour per week (during assigned weeks)
2. **Setup and Cleanup:** 1-2 hours during assigned day, no more than 2-4 times per month
2. **Participating in Meetings/Training:** 1 evening a month

PRIMARY TASKS:

1. Communicating with Campus Lead to assure all assigned volunteers for the week are confirmed and have everything they need for ministry.
2. Direct communication with campus leads.