



Children's Ministry Assistant (Part-Time)

Overview

- The St. Alban's Children's Ministry Assistant serves part-time and reports to the Director of Children's Ministry.
- The Children's Ministry Assistant supports the spiritual formation of children (nursery through 5th grade) by helping to implement and nurture programs such as Sunday School, Children's Chapel, special events, and seasonal offerings. This is a part-time position (approximately 10 hours per week) that works closely with the Director to ensure a welcoming, Christ-centered, and well-functioning environment for children and their families.

Responsibilities

- Assist in preparing and organizing materials for Sunday School and Children's Chapel (curriculum, crafts, storybooks, supplies, etc.)
- Provide logistical and hands-on support during Sunday morning programming and occasional special events (e.g., Advent, Easter, Back-to-School)
- Help coordinate and communicate with volunteers—sending reminders, offering encouragement, and assisting with scheduling
- Maintain organization of children's ministry spaces (restocking supplies, tidying classrooms, prepping felt boards or story baskets)
- Greet and engage with families on Sunday mornings, helping foster a warm and welcoming environment
- Attend periodic planning meetings with the Director of Children's Ministry
- Assist with social media updates, signage, or take-home materials as needed

Qualifications

- A heart for children's spiritual growth and a desire to support faith formation within the Episcopal tradition
- Reliable, organized, and able to work independently while being a collaborative team player
- Experience working with children or in ministry settings preferred
- Basic computer and communication skills; comfortable with email and simple digital tools
- Must pass a background check and complete diocesan Safeguarding God's Children training

Schedule and Compensation

- Approximately 10 hours per week (primarily Sunday mornings + flexible planning hours during the week)
- Some seasonal flexibility required for holidays and special events
- Hourly compensation based on experience

Note: This job description is a general outline of responsibilities and qualifications and is not intended to be exhaustive. Other duties may be assigned as needed by the Church.

Applicants should send résumé and cover letter to:

St. Alban's Episcopal Church
Attn: Hillary Goll
2900 W. Waco Drive
Waco, TX 76710

Or: hgoll@stalbanswaco.org
Telephone: (254) 752-177