

## **Children Ministry Assistant**

Union Church is a friendly, English speaking, inter-denominational church, established in Hong Kong since 1844 and our mission is “making mature followers in all nations for Jesus Christ through our united lifestyle, witness and mission”. We are currently looking to hire a full time Children Ministry’s Assistant, who will be assisting our Children Ministry Director.

### **Job Description**

The Children Ministry Assistant will assist the Children Ministry Director in implementing the vision of Children Ministry to “Raise Children for Christ’s Kingdom”. This role will be responsible in helping the Director in implementing the smooth running of Kingdom Kids every Sunday and other Children Ministry events.

### **Job Responsibilities**

- \* Assist in planning and execution of Sunday School program.
- \* Assist in Sunday School lessons and materials preparation.
- \* Assist in the planning, preparation and execution of Children Ministry events throughout the year i.e. Hallelujah Party, Book Fairs, Christmas Musical Rehearsals, Dress Rehearsal and Final Performance, Sunday School Teacher’s Christmas Gathering, Christmas outreach program, Sunday School Christmas Party, Christmas Family service, Community Service, Mother’s Day event, Father’s Day event, Graduation Day, End of the Year Party, etc.
- \* Assist with the administration aspects of Children Ministry, i.e, Sunday School Attendance, Registration Forms database, Events database, Events Promotion catalogues/flyers, etc.
- \* Assist with design work related to Children Ministry.
- \* Assist in the smooth runs of Sunday School & Creche program every Sunday.
- \* Requires to be at church every Sunday and to teach Sunday School classes if needed.
- \* Requires to work within the time frame set and more if needed.
- \* Assist in procuring materials and supplies.
- \* May be required to work on Saturday and public holiday.

### **Working Hours**

Tuesday - Friday 9.00 AM to 6.00 PM, Sunday 8.30 AM to 5.30 PM.

### **Job Requirement**

- \* High School Leavers, Diploma & Degree Holders.
- \* Min 1 year working with children.

**How to Apply :** Please send your resume and cover letter to [anita.au@unionchurchhk.org](mailto:anita.au@unionchurchhk.org)