



Calvary Kids Admin Support Team

Mission

The heart of our Calvary Kids Ministry is to partner with parents to make disciples of the children in our church. Equipping them to grow in their faith and prepare them to share the love of Christ through grace.

Description

The Admin Support Team will be responsible for various administrative tasks, including making copies, craft and activity preparation, etc.

Qualities

- Seek the Lord daily in Bible devotion and prayer.
- Agree with the Calvary Chapel Meridian Mission and Statement of Faith.
- Set an example for others.
- Trustworthy and Dependable.
- Attend at least one church service per week.
- Ability to work independently and meet deadlines.
- Be a servant and help others to meet the goals of our mission statement.
- Pass a background check.
- Present yourself in a friendly, professional manner.

Responsibilities

1. Ability to use copy machine, laminator, and other resource room equipment.
2. Prep crafts and activities for Sundays, Wednesdays and special events.
3. Communicate with love and grace.
4. Understand Calvary Kids policies and procedures.