



Children's Ministry Coordinator - Elementary Job Description

Objectives:

The Elementary Coordinator must play a vital role in the nurturing of students in grades kindergarten through sixth grade, partnering with parents to guide them in discipling their children. The Elementary Coordinator trains and works with elementary volunteers to provide a gospel-centered, hospitable, and safe environment for children and their parents.

Relationships:

The Children's Ministry Coordinator - Elementary serves as part of the Children's Ministry Team in the Next Gen Department, reports directly to the Next Gen Director and Children's Ministry Lead Coordinator, and works with other staff as needed.

Ministry Qualifications:

Staff Ministry Qualifications

- Evidence of a sincere commitment to Christ and a dedication to the advancement of the kingdom of God.
- Previous church and life experiences that reflect a positive testimony in the body of Christ.
- Active in Biblical community and consistent attendance at a weekly worship service.
- Evidence of practicing spiritual disciplines (personal Bible reading, prayer, etc.).
- A passionate heart for Christ, his Word, the local church, and people in general.
- Interpersonal skills with the ability to communicate effectively with staff, volunteers, the congregation, and the community.
- Members of the church or in the process of membership, which includes
 - Commitment to and ability to articulate our mission, vision, and values.
 - Agreement with our church constitution and statement of faith (doctrine.)
- Ability to maintain a high standard of confidentiality both during and outside of work.
- Growing in Biblical knowledge and learning to disciple others.
- A desire to be part of a church ministry team that strives for excellence.
- Faithful, available, teachable, and responsive to reproof and guidance.

Specific Ministry Qualifications

- Able to sensitively handle people and ministry-related situations and information.
- Organizational skills to plan and complete tasks on time.
- Able to organize, lead, and care for a large volunteer team.
- Skilled in conflict resolution.
- Able to interact with and teach children well.
- Enjoys children

Roles:

- Recruiter and encourager of Elementary Volunteers
- Parental Encourager
- Elementary Overseer

Responsibilities:

Recruiter of Elementary Volunteers

- Ensuring that children and their families are prayed over every Sunday.
- Recruiting, training, encouraging, empowering, and communicating regularly with elementary volunteers.
- Designating volunteers to help with specific areas of Sunday morning classes, such as teaching and check-in.

Parental Encourager

- Partnering with parents in the discipleship of their children by encouraging parents to develop their disciple-making skills with their children, and providing classroom resources as needed.
- Working with the Children's Ministry team to coordinate Backyard Bible Clubs annually.

Elementary Overseer

- Overseeing the operations of the elementary classrooms.
- Leading in elementary classrooms as needed.
- Ensuring the elementary classrooms are properly staffed each Sunday.
- Working with the Special Needs Coordinator to ensure that special needs children are involved in elementary-age classes as they are able.
- Evaluating current processes, forms, and procedures and updating them as needed.
- Attending regular Children's Ministry, All Staff, and Next Gen meetings.
- Attending and participating in meetings and special appointments as requested.
- Purchasing and restocking all elementary room supplies.

Pay and Benefits:

Part-time position, up to ten hours per week, with hourly wage based on experience and tenure.