

## **Title: GraceKids Assistant - Elementary**

This role serves in a support and coordination capacity under the leadership and direction of the Family Pastor.

### **Position Characteristics and Qualifications:**

- Part-time position (20 hours/week)
  - Reports to the Family Pastor
- o Meets bi-weekly with FP for Direction, Coaching, and Development
- o Quarterly Review with the Family Pastor
- o Annual performance review with the Family Pastor and Executive Team
- Demonstrates Christian personality and lifestyle.
  - Demonstrates strong organizational and communication skills
  - Works effectively with volunteers and ministry teams
  - Able to coordinate schedules, classrooms, supplies, and weekly ministry preparation
  - Willingly supports the vision and direction of the Family Pastor and works with him to fulfill needs as agreed upon
  - Exhibits flexibility, initiative, and dependability in ministry support responsibilities

**Position Mission Statement:** “To support and coordinate the weekly ministry operations of GraceKids Elementary in alignment with the vision and direction of the Family Pastor, helping create a safe, organized, and engaging environment for children and families.”

### **Position addresses target areas of:**

1. Sunday morning programming
2. Alignment with Family Ministry team

### **Volunteers**

- Assist the Family Pastor with volunteer communication, scheduling, and organization
- Help recruit, onboard and support volunteers for Sunday morning ministry areas
- Maintain volunteer scheduling systems and follow-up communication
- Assist with volunteer appreciation and encouragement efforts
- Help ensure classrooms are staffed and prepared each week

## Ministry

- Support the Family Pastor in helping families connect into the life of Grace Church
- Assist with the implementation of Family Ministry initiatives and events

## Position Responsibilities:

### GraceKids

- Coordinate weekly Sunday morning programming logistics for grades 1–5
- Prepare and distribute curriculum materials for volunteers and classrooms
- Coordinate classroom setup, supplies, and cleanup needs
- Schedule and communicate with elementary volunteers
- Assist during Sunday morning ministry programming as needed
- Help welcome and connect new families within GraceKids
- Maintain organized and functional classroom environments
- Assist the Family Pastor with family ministry events and ministry support tasks
- Coordinate childcare scheduling for approved church events as assigned

### Elementary

- Recruit, onboard, and schedule with elementary volunteers
- Maintains and updates elementary rooms based on needs

### Family Ministry

- Assist in the development and implementation of family events with the Family Pastor

### Grace Church or Other

- Assist in keeping up-to-date childcare policies for Grace ministry events
- Assist in setting up, cleaning and general upkeep of Facilities
- Handle the scheduling of childcare arrangements for Grace events as assigned by the Family Pastor
- Work with the Family Ministry team, assisting in Family events, activities, childcare, etc., as assigned by the Family Pastor

