



Joining God in His Work of Transforming Lives

Job Description Elementary Coordinator

Reports to: Children's Ministry Director & Family Pastor

Status: Full-time (40 Hours), Sunday-Thursdays (evenings, weekends, and special events as needed)

Principle Function: Work under the direct supervision of the Children's Ministry Director and Family Pastor to fulfill the vision and goals for the Family Ministries of the church.

Teamwork

- Uphold approved Family Ministry Policies and Procedures
- Attend training conferences/retreats with the Family Ministry team
- Work under the direct supervision of the Children's Ministry Director and Family Pastor to fulfill the vision and goals for the Family Ministries of the church
- Collaborate with other church leaders to fulfill the mission of the church

Specific Responsibilities

- Develop a strategy for ministry to elementary-aged children and their families
 - Understand the unique needs of elementary-aged children and their parents
 - Evaluate ministry approach and explore creative methods
 - Work alongside the Children's Ministry Director and Family Pastor in implementing and evaluating curriculum
 - Recruit, train, schedule, and supervise the volunteer leader team for elementary-aged ministry gatherings and events
 - Maintain a safe and clean ministry environment with adequate equipment/supplies at all times
 - Build relationships and partnerships with families
- Direct the planning, execution, and evaluation of ministry gatherings and events for elementary-aged children
- Communicate ministry updates to families of elementary-aged children
- Assist the Children's Ministry Director in the planning, execution, and evaluation of children's ministry events and church-wide activities
- Assist the Children's Ministry Director in the planning, execution, and evaluation of Kids MDWK program
- Assist the Children's Ministry Director and Family Pastor in family communication
- Prepare and/or participate in public speaking roles (children's ministry events, volunteer training, filmed communication, etc.)

- Manage online children's ministry resources and curriculum
- Manage stewardship of children's ministry budget
- Collaborate with the Children's Ministry Director and Family Pastor to ensure alignment of practices and smooth transition between environments

General

- Read and follow the guidelines, procedures, and policies outlined in the Personnel Manual
- Perform all other duties as assigned by the supervising pastor

Workplace Culture

- An *aggressive* mindset. ("go-getter" for the kingdom)
- A *faithful* spirit. (strong personal faith in Jesus)
- An *innovative* approach. (creative problem solving)
- A *relational* heart. (commitment to people over programs)
- An *excellent* work-ethic. (passion for raising the bar)

Signature_____ **Date**_____