



Elementary Coordinator

Part-Time | 25-28 Hours per Week (May start date)

Position Summary

The Elementary Coordinator provides leadership, direction, and oversight of CTR Kids Sunday (K–5th Grade), aligned with CTR’s mission to make disciples. This role serves as a member of the Children’s and Family Ministries Teams and reports directly to the Family Ministries Director.

Vision & Ministry Development

Collaborate with the Children’s Ministries Team to define and implement a clear vision for Sunday elementary ministry (Kindergarten–6th Grade) aligned with CTR’s mission.

- Develop and execute practical strategies to accomplish ministry goals.
- Contribute to determining how Children’s Ministries supports and partners with families, both on Sunday mornings and through occasional events.
- Participate in setting the annual elementary ministry calendar and budget.
- Lead ongoing evaluations of elementary classroom environments to ensure they are engaging, safe, age-appropriate, and application-oriented.
- Research and help implement innovative ministry practices and improvements.

Sunday Leadership & Operations

- Provide on-site leadership during Sunday services for all elementary ministry areas.
- Recruit, schedule, and coordinate weekly elementary volunteers.
- Lead pre-service volunteer huddles.
- Provide encouragement, coaching, and constructive feedback to volunteers.
- Regularly gather volunteer feedback to strengthen ministry effectiveness.
- Ensure all Family Ministries and CTR Church policies are consistently followed.
- Ensure classrooms are fully supplied and prepared for weekend services.
- Ensure all classroom technology is operational and ready for use.
- Partner with the Family Ministries Director to address and resolve issues that arise during weekend services.
- Oversee Ignite Worship Ministry, including providing input on devotions and song selection, and supporting Ignite Ministry Leaders.
- Teach or lead in elementary classrooms as needed.

Volunteer Development

- Partner with the Family Ministries Team in volunteer recruitment, training, retention, and placement according to gifting and strengths.
- Prepare weekly curriculum for volunteers; oversee preparation of materials and coordinate volunteers who assist with curriculum setup.
- Help plan and implement volunteer appreciation and recognition initiatives.

Communication

- Maintain regular communication with elementary volunteers and parents.
- Develop, document, and update procedures related to elementary ministry responsibilities.
- Support other members of the Children’s Ministries Team (Preschool Coordinator, Breakout Coordinator, Family Ministries Administrative Assistant) as needed.

Required Meetings

- Children’s Ministries Team Meetings, Family Ministries Team Meetings, Monthly Staff Meeting, Supervisor & Coaching Meetings, Meetings related to Children’s Ministries special events.
- Participation in a Discipleship Group is strongly encouraged but is outside of paid hours.