



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Elementary Ministry Assistant Coordinator

Location: La Mesa, CA

Attendance: 4,000

THE ROLE

The purpose of the Elementary Ministry Assistant Coordinator is to implement a strategy to connect every child in a relationship with someone who helps them take their next spiritual step in a relationship with Jesus Christ. They strive to inspire and equip parents to become active participants in their child's spiritual formation.

The overall mission of Skyline Kids is to lead children in a growing relationship with Jesus Christ by creating environments where they will:

- Grow up amazed with the wonder of their heavenly Father and how much He loves them.
- Pursue a lifestyle of discovery, in which their identity is determined by a personal relationship with Christ and they are guided by His Spirit.
- Develop a sense of passion that will mobilize them to do what Jesus did while He walked the planet.

We want every child to truly love God, find their purpose in Jesus Christ, and love others the way God does.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

The Elementary Ministry Assistant Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Elementary Ministry Assistant Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Elementary Ministry Assistant Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).



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2. Job Responsibilities and Duties

- Assist with coordinating promotion of Elementary programming and events.
- Observe environments routinely.
- Maintain a constant presence on the elementary floor during service times.
- Assist with the development and implementation of a volunteer appreciation and development plan.
- Communicate the overall vision, goals, and strategy to students and parents of your immediate area.
- Utilize individual gifts and talents (ex: speaking, music, curriculum, writing, etc.).
- Prioritize and pursue his/her own relationship with Jesus Christ as a model to the rest of the staff.
- Prioritize church attendance on a weekly basis.
- Assist with curriculum editing and preparation.
- Own the small group portion of programming.

3. Special Event Support

- Work all department special events and own certain parts of the event.
- Assist when appropriate for theme/context for special events.
- Work with other directors in preparing leaders for their role at special events.
- Be a resource and encouragement to leaders at the actual event.

PERSONAL CHARACTERISTICS:

- Growing, vibrant relationship with Jesus.
- Great at building and leading teams.
- Relationally connects with parents.
- Effective communicator.
- Passionate about a partnership between parents and the church.
- Strategic thinker.

JOB REQUIREMENTS:

1. Education and Experience

- High School Diploma or GED.
- Experience leading a high-capacity team.
- 1 year apprenticeship in small groups ministry or related experience.



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2. Physical Requirements

- Ability to sit or stand for extended periods of time.
- Ability to occasionally stand, stoop, bend, and kneel.
- Visual acuity to see printed and digital documents.
- Ability to lift up to 50 pounds.

3. Other Requirements

- Must pass pre-employment tests (if applicable) and sign Employee Handbook acknowledging Skyline Church's beliefs and policies.

TO APPLY

Please submit resumes to Heidi Hensley via email: hhensley@skylinechurch.org

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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