

Job Description

Elementary Ministry Coordinator

Mission: 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.

Position Purpose:

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 **and** to inspire and equip parents to become active participants in their child's spiritual formation.

Win: When we regularly hear life change stories from children and their families.

Reports To: Children's Pastor

Major Tasks and Responsibilities *(Include but are not limited to the following):*

- Develop and maintain a core team of leaders and facilitate healthy dynamics within the team.
- Develop and implement a volunteer leader recruitment and development plan for Elementary environments.
- Coordinate promotion of Elementary programming and events.
- Monitor and coordinate your portion of the Budget.
- Observe environments routinely.
- Maintain a constant presence on the elementary floor during service times.
- Develop and implement 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.

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.

Position Requirements

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

Minimum Qualifications:

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

Education & Experience:

- 1 year apprenticeship in small groups ministry or related experience.

Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The Coordinator of Elementary Ministry will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

I have read and understand the duties and responsibilities of the Elementary Ministry Coordinator position. I believe I can perform the "essential" functions of the position.

Associate Signature

Date

Supervisor/Manager Signature

Date

Human Resources Signature

Date