

Christ Presbyterian Church Job Description
Children's Ministry Elementary Coordinator

POSITION PURPOSE: Partner with the Director of Children and Families, parents and the CPC community in the spiritual nurture of 1st-4th grade children and their families.

POSITION HELD BY: Vacant

SUPERVISES: Volunteers

DIRECT REPORT: Director of Children and Families

POSITION OUTCOMES/EXPECTATIONS:

I. Programming

- Oversee the execution of weekly elementary ministry focused on helping children and their families know Christ and experience Christ's love in environments that are dynamic, creative, engaging, and relational.
- Cultivate a culture in elementary ministry of hospitable worship, missional living and parties that aligns with the overall culture of the church.
- Must oversee strong vision and excellent execution of Sunday morning children's ministry that includes engaging large group format and small group experience for every elementary aged child participating in Children's Church and/or Sunday School.
- Oversee and inspire teams of volunteers as they use their gifts to follow Christ in His mission of loving children and their families to life.
- Cultivate and maintain a safe, healthy and hospitable environment for 1st-4th graders on Sunday mornings.
- Assist with special events

II. Volunteers & Parents

- Support parents as the primary spiritual nurturers of their children
- Train and equip volunteers to engage children in healthy relationships and to effectively implement curriculum
- Oversee weekly scheduling of volunteers
- Recruit, inspire and support volunteers
- Oversee volunteer appreciation
- Communicate with volunteers on a weekly basis regarding Sunday morning and other weekly information.
- Shepherd volunteers and provide creative leadership
- Weekly and/or monthly communication to inspire, equip and support parents

III. Operational

- Communicating with Curriculum Coordinator about the supplies needed for Sunday morning and events
 - Assist in the management of the elementary budget wisely under the oversight of the Director of Children and Families
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QUALIFICATIONS AND REQUIREMENTS:

Education

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- Bachelor's Degree required

Experience

- 1-3 years in ministry related to children preferred

Skills and Abilities

- Organization
- Ability to engage both children and parents
- Strong communication and relational skills
- Maturity
- Leadership development
- Strong interpersonal skills with a strong emphasis on a team environment

Requirements

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPC Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

SIGNATURES AND APPROVALS

Employee Signature

Date

Administrator Signature

Date