



POSITION TITLE: ELEMENTARY MINISTRY DIRECTOR

REPORTS TO: PASTOR OF CHILDREN'S MINISTRY

POSITION PURPOSE: The Elementary Ministry Director should be a mature believer in Christ that is excited to serve God and demonstrate a servant's heart. The primary function of this position is to provide leadership and oversight for the elementary age departments (K-5th) of Grace Covenant Church. This individual will be expected to have the ability to lead, equip, and encourage teams of volunteers to minister to the children and families of Grace.

POSITION RESPONSIBILITIES:

- *Ministry Development and Coordination*
 - Work with Pastor of Children's Ministry to develop current and future vision/direction of the elementary department
 - Oversee the Sunday morning ministry of all elementary age children (K-5th)
 - Oversee the selection, management, and distribution of approved curriculum and resources for all elementary volunteers
 - Help plan/coordinate special events throughout the year (Camp, Family Worship events, etc.)
 - Work with the appropriate staff to develop and implement all security measures related to the elementary departments, including volunteer screening and class/building safety
 - Oversee the development and distribution of the elementary department's forms, brochures, handbooks and reports
 - Work closely with the Resource Coordinator to order ministry curriculum, audio/visual resources, and supplies
 - Assist in developing strategies for equipping elementary parents to disciple children during the week

- *Volunteer Development and Coordination*
 - Work with the appropriate staff to coordinate the recruiting, assimilation and training of elementary volunteers throughout the year
 - Oversee the development and leadership of elementary department leaders and teams
 - Coordinate volunteer ministry schedules and class assignments
 - Coordinate and develop opportunities to invest in volunteer's spiritual maturity/health and encourage volunteers

- *Additional Duties and Responsibilities as Assigned*
 - These duties may include building management coordination, assisting with Grace's weekday ministries to children and other responsibilities/projects as requested

CORE COMPETENCIES:

- Be well organized and detail-oriented
- Function well with co-workers and volunteers, treating them with honor and grace
- Embrace a strong work ethic, working well with minimal direction
- Have an attitude characterized by flexibility, cooperation, and teamwork
- Reflect a commitment to personal growth and innovation

QUALIFICATIONS:

- BA or equivalent preferred in Education /Christian Education/Child Development
- Have excellent computer/technical skills
- Have experience serving elementary age children in a church setting
- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church

JOB STATUS:

- Full-Time, exempt, salaried position
- Benefits provided
- Approx. 45 hours/week; may include holidays, evenings or Saturday special events

Grace Kids exists to glorify God by guiding children and their families to become like Christ in all of life.