



JOB TITLE: ELEMENTARY DIRECTOR

REPORTS TO: PASTOR OF CHILDREN'S MINISTRY

JOB PURPOSE:

This position reports directly to the Pastor of Children's Ministry. The Elementary 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 Ministry (PreK-5) 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. The ideal candidate would have experience serving elementary age children in a church setting, have excellent computer/technical skills, and have an attitude characterized by flexibility, cooperation, and teamwork.

DUTIES AND RESPONSIBILITIES:

- *Ministry Development and Coordination (50%)*
 - 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 (PreK-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, FX 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
 - Order ministry curriculum, audio/visual resources, and supplies for Elementary departments
 - Assist in developing strategies for equipping elementary parents to disciple children during the week

- *Volunteer Development and Coordination (40%)*
 - 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's 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 Requested (10%)*
 - These duties may include building management coordination, assisting with Grace's weekday ministries to children and other responsibilities/projects as requested

THE IDEAL EMPLOYEE WILL:

- Have experience serving elementary age children in a church setting
- 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
- Show a teachable and open attitude
- Reflect a commitment to personal growth and innovation

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Computer proficiency
- Prior experience serving elementary age children in church setting

JOB STATUS:

- Full-Time, exempt, salaried position
- Approx. 45 hours/week

Grace Kids Mission: ...to partner with parents to help kids discover and embrace a growing relationship with Jesus Christ