

Job Description

Elementary Coordinator
Ministry for Children Age Kindergarten to Grade Four

Primary Function:

To provide vision, leadership, equipping and administration for elementary aged children's ministry at Petra Church.

Responsibilities:

- A. General:
 - 1. Work closely with the Children's Ministry Leader in the continued development and implementation of the ministry's vision and mission.
 - 2. Meet with the Children's Ministry Team monthly, and with the Children's Ministry Leader regularly as need determines.
 - 3. Attend monthly local trainings for ministry development when offered.
 - 4. Attend one continuing education course or conference yearly that pertains to Kid's ministry.
 - 5. Communicate to parents and teachers with effective media tools.
 - 6. Contribute to the planning and implementation of special events, with emphasis on larger events such as Vacation Bible School.

- B. Specific, as Elementary Coordinator:
 - 1. Develop and implement lessons for Sunday morning large group teaching time.
 - 2. Maintain schedule for Sunday morning large group teaching time.
 - 3. Research, develop, and implement appropriate Christian Ministry education curriculum.
 - 4. Lead, encourage and equip Elementary Team.
 - 5. Recruit, train and schedule volunteers.
 - 6. Keep rooms, bulletin boards and closets in order.
 - 7. Monitor supply closets, and purchase supplies as needed.
 - 8. Assist in making and maintaining the yearly budget.
 - 9. Assist in implementing and promoting various children's projects, such as incentive programs or missions' projects.

- C. Specific, on Sunday morning:
 - 1. Be on duty Sunday morning and take responsibility for the Elementary Department of the ministry, which includes but is not limited to the following:
 - a. Assist in the maintenance of proper security procedures.
 - b. Pray before each service with all the volunteers – worship teams, small group leaders, helpers, and large group leaders.

Job Description

- c. Monitor volunteer attendance, and encourage teachers to follow curriculum, be on time and be prepared.
- d. Teach the large group when scheduled.
- e. Greet and encourage children, guests and volunteers.
- f. Collect and turn in children's offering.
- g. Be prepared to teach or help in a classroom when necessary, (when not enough team members are present for a safe classroom attendance).

Qualifications:

1. Biblical character qualifications of a leader; character above reproach, a person of integrity (I Timothy 3)
2. Spirit filled and flowing in the gifts
3. Servant's heart with a submissive, teachable spirit
4. Willing to embrace Petra's philosophy of ministry and committed to the vision of the Senior Pastor and Elder Team
5. Clear anointing, calling, gifting, and experience in working with a broad range of children (ages and backgrounds)
6. Positive attitude
7. Involved in the life of congregation; attend at least one Sunday service per month.
8. Team player with an equipping style of leadership
9. A love of children and a passion for nurturing/training them, skills for relating to children and adults; good people skills
10. Administrative skills and experience; ability to delegate; experience in overseeing multiple staff
11. Enthusiastic, high energy level, hard worker, and high level of self motivation; requires little supervision
12. A producer able to encourage others to produce; an igniter of passion; a motivator
13. A degree in Elementary Education is preferred

Petra Church Christian Values Statement

Petra Church believes that the breadth of its ministry is directly related to the depth and sincerity of commitment to Jesus Christ as demonstrated by each employee. The Church also believes that the effectiveness of its public ministry is directly related to the authenticity and pervasiveness of a private faith commitment by each employee. The Church believes in the Biblical truth of "a little leaven leavening the whole loaf", which must guide the careful selection of its staff. The Church believes that the Biblical analogy of the human body to the body of Christ and the essentiality of each member maintaining an organic relationship to the head is directly applicable to the Church and its employees. This truth requires that each employee have and maintain real and vibrant fellowship with Jesus Christ as their Lord and Savior. Therefore, each employee is regarded as a full-time ambassador of Jesus Christ and the Church. All employees shall behave on and off the job in a manner consistent with

Job Description

demonstrating the message, mission, and character of Jesus Christ. Each employee shall pray for the Church, its staff, its ministry, and its public constituency on a regular basis. Each employee shall regularly participate in staff devotional activities as the other duties permit and shall be prepared to pray with and provide biblical counsel to those seeking ministry services, if and when periodically requested by his or her supervisor.

Conduct Policy

We believe our staff, pastors, ministry leaders, members and volunteers need to demonstrate Christian character and high moral values. The Bible is our guide and it gives us instructions for holy living, such as found in Galatians 5:19-23; 1 Thessalonians 4:3-8, 1 Corinthians 6:9-11. The use of illegal drugs, life-controlling practices, viewing of pornographic materials, sexual activity outside of a heterosexual marriage, and homosexual and transgender behavior are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason, we discourage the use of tobacco and alcohol.

Position:

Part-time requiring 20 hours weekly with exceptions for seasonal events which require more

Term:

Two years

Accountable to:

Children's Ministry Leader