



POSITION DESCRIPTION CHILDREN'S MINISTRY ELEMENTARY COORDINATOR

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| Approved: December 21, 2023 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A | WSFC Employment Category: Regular, Part-Time – 20 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Administrative Director |
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SUMMARY

The Children's Ministry Elementary Coordinator serves the body of West Shore Free Church by leading and developing the Sunday morning ministry to elementary children, grades 1-6, and their families, as well as providing support to the 6th grade Faz6 program.

QUALIFICATIONS

Ministry Specific

- Education, training, and/or leadership experience in fruitful elementary ministry, preferably in a large and complex ministry
- Passion for children's ministry, especially elementary ministry, to spiritually develop children and their families
- Skills to create, develop, implement and evaluate new ministry programs
- Deep commitment to children's biblical understanding and application
- Strong skills in building relationships, supervising and training ministry partners
- Ability to work well with the Children's Ministry team, ministry partners, parents and elementary children
- Ability to work well and graciously under pressure
- Team player with strong oral and written communication skills and coachability
- Self-starter and able to work without close supervision
- Detail-oriented, takes initiative and able to multi-task
- Manifests good character, wisdom, and discerning judgment
- Proficient in Microsoft Office and personal computer skills, including ability to learn and use church database software, online files and documents

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible personal profession of faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

- Oversee Sunday morning elementary ministry, with attention to safety and security, ministry partner support, and facilitating an environment for optimal spiritual growth



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- Identify and implement improvements including, but not limited to, ministry design, facilities, procedures, curricula, classroom instruction/management, and resources
- Cast elementary ministry vision, oversee operations, implement curricula, and lead the ministry partner team
- Create, evaluate and implement new elementary ministries, as needed, to better serve church and unchurched families.
- Work closely with the Faz6 leadership team to provide a biblically relevant Wednesday evening ministry for sixth graders that prepares them for Student Ministry in seventh grade
- Shepherd elementary ministry partners so they feel known, equipped, and celebrated; invest in their growth so they can in turn shepherd others
- Orient last-minute substitutes to their responsibilities
- Expand children's awareness and involvement in local and international ministry opportunities
- Meet regularly with the Children's Ministry Team to collaboratively develop and apply ministry vision and values, particularly within the elementary ministry
- Meet regularly with the Children's Ministry Education Lead for growth, guidance, accountability, and team ministry coordination
- Collaborate with the Children's Ministry Volunteer Coordinator to recruit, place, and onboard elementary ministry partners
- Partner with the Children's Ministry Special Needs Coordinator to mainstream, as much as possible, special needs elementary students
- Partner with the Children's Ministry Preschool Coordinator where ministries intersect
- Consult other children's ministries and resources to determine and implement "best practices"
- Participate at least once annually in approved children's ministry training
- Participate in WSFC staff meetings and events as required/possible
- Advise and network with other children's ministries and leaders
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Children's Ministry Elementary Coordinator reports to the Children's Ministry Education Lead, who reports to the Children's Ministry Pastor.

WORKING ENVIRONMENT

Work can be accomplished on-site and remotely. On-site work would include Sunday morning Children's Ministry, meetings with the Children's Ministry staff, Faz6, and interactions with the church staff. There may be occasional travel to local church and ministry partners.