



**POSITION DESCRIPTION  
CHILDREN'S MINISTRY  
ELEMENTARY COORDINATOR**

<p><b>Approved:</b> 01 November 2020  <b>IRS Worker Classification:</b> Employee  <b>FLSA Classification:</b> Non-exempt  <b>WSFC Ministerial Licensure:</b> N/A</p>	<p><b>WSFC Employment Category:</b> Regular, Part-Time – 20/week  <b>WSFC Staff Category:</b> Support Staff  <b>WSFC Hiring Approval Level:</b> Church Administrator</p>
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**SUMMARY**

The Children's Ministry Elementary Coordinator serves West Shore Free Church (WSFC) by leading and developing the Sunday morning ministry for elementary children and their families. Within the broader Children's Ministry, the Elementary Coordinator will help cast vision for the elementary ministry, oversee operations, implement curriculum, lead the volunteer ("Ministry Partner") team and build elementary family relationships.

**QUALIFICATIONS**

**Ministry Specific**

- Education and/or experience in elementary education or elementary ministry
- Passion for children's ministry, especially elementary, to spiritually develop children and their families
- Skills to successfully envision, develop, implement, administer and evaluate elementary 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
- Strong team player with a desire to learn and grow
- Self-motivated individual who works well with minimal supervision and general guidance
- Ability to manage multiple, concurrent projects and multi-task well
- Detail-oriented individual with strong organizational and team building skills
- Skilled in oral and written communications
- Service-minded, prompt, consistent and flexible
- Manifests good character, wisdom and discerning judgment
- Proficient in Microsoft Office and personal computer skills, including data entry and 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 and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws and Mission, 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.



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### **RESPONSIBILITIES**

#### **Sunday Morning Elementary Ministry**

- Oversee Sunday morning elementary ministry, with attention to safety and security, ministry partner support, strong biblical teaching and facilitating an environment for optimal spiritual growth
- Shepherd elementary ministry partners so they feel known, equipped and celebrated
- Orient last-minute substitutes to their responsibilities
- Partner with other team coordinators as needed
- Support Kidz4Him, Worship Adventure, Quest and special teaching opportunities
- Coordinate the Communion class

#### **Weekday Elementary Ministry**

- Work closely with the F&Z6 leadership team to provide a biblically relevant Wednesday ministry for sixth graders that prepares them for Student Ministry in seventh grade

#### **General**

- 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 Educational Ministries Lead for growth, guidance, accountability and team ministry coordination
- Collaborate with the Children's Ministry Volunteer Coordinator to recruit, onboard and coordinate elementary ministry partners
- Partner with the Children's Ministry Special Needs Coordinator to mainstream special needs elementary students as much as possible
- Partner with the Children's Ministry Preschool Coordinator where their ministries intersect
- Participate at least once annually in approved children's ministry training
- Participate in WSFC staff meetings and events as required/possible
- Network and consult with other children's ministries and leaders to learn and implement "best practices"
- Fulfill additional responsibilities as assigned

### **REPORTING RELATIONSHIPS**

The Children's Ministry Elementary Coordinator serves under the general authority of the WSFC Elder Board and reports directly to the Children's Ministry Educational Ministries Lead.

### **WORKING ENVIRONMENT**

Work is accomplished primarily on-site with some remote flexibility. On-site work would include Sunday morning ministry, weekly Children's Ministry staff meetings and weekly church staff meetings. Occasional travel to local church and ministry partners, developmental conferences, and/or workshops may be required.