

Children's Ministry Elementary Associate

Job Description

2017-2018

Position: Children's Ministry Elementary Associate

Reports To: Children's Ministry Pastor

Works With: Children's Ministry Pastor, Children's' Ministry Administrator, Preschool Associate and Disabilities team

Hours: 27 hrs/wk

Position Summary: To support and work alongside the Children's Ministry Director and Children's team to build a dynamic and healthy Children's Ministry for Elementary aged children

Primary Duties and Responsibilities:

- Work alongside Children's Ministry Director to develop and implement an alive and thriving Elementary ministry at Grace Fellowship Church
- Modify curriculum for Elementary ministry to best suit vision and essential truths of Grace Fellowships Children's Ministry
- Equip and empower volunteers to carry out the ministry by developing and leading trainings throughout the year and on-going feedback to volunteers
- Proactive coordination and management of volunteer schedules
- Ensure all media, slides and illustration materials are uploaded into pro-presenter and available prior to weekend ministry
- Develop and lead a team to create engaging environments for large group worship
- Work with disabilities ministry to integrate children with disabilities into the ministry
- Develop and oversee provisioning team for weekend ministry materials
- Ensure that policies and procedures are being followed by volunteers
- Oversee classroom contents, safety and cleanliness
- Develop parent connection to provide vision and resources for parents in the spiritual development of their children
- With children's ministry team develop and implement recruiting plans and equipping of new volunteers
- Plan and implement Holiday curriculum/ programs with a team of volunteers and CM team
- With a team of volunteers, plan and oversee Elementary age specific events throughout the year (1-2 events per age group per year)
- Assist with oversight of Elementary VBS
- Be available during Children's Ministry services to troubleshoot any issues and to meet and greet new families
- Be available for Children's Ministry Wide events to assist with leading teams and/or providing necessary assistance to carry out the event

Qualifications:

- Vibrant relationship with Jesus and love for the church

- Spiritually mature individual who works to keep unity, honesty and respect with fellow believers and teammates
- Teachable, self-motivated, optimistic/hopeful personality with the ability to work closely with ministry director and other ministry teams in unity and Presence based leadership
- Understanding and passion for ministering to Elementary aged children, 1 year experience preferred
- Family Ministry or Children’s Ministry degree preferred
- Commitment and support of Grace Fellowship’s Mission, Doctrine and Leadership
- Proficient in use of technology including Microsoft Word and Outlook
- Desire and ability to encourage greater unity and interaction amongst people from multi-cultural ethnic and economic backgrounds

Working Hours and Conditions:

Business hours / exceptions

This position is 27 hrs/week. Sunday hours are 8:15 am – 1:15pm. Weekday work days/hours are somewhat flexible. Some evening hours are expected for meetings with volunteers. Overtime from special events, holidays or seasonal fluctuations to be compensated by time off.

Working environment

Works in an open or office setting in the GFC office suite with desk, computer, phone and files close by.

Travel requirements and expectations

Occasional one day offsite staff meetings, several times a year.

Other GFC All-Staff Expectations: (What is expected of me at work?)

- Attend weekly all-staff meetings (Thursday mornings – approx. 1.5 hr)
- Use Outlook software to integrate work schedule, reply to meeting requests, etc.
- Respond to voicemail requests within 24 hours
- Attend one worship service weekly
- Participate in several mandatory “All Hands on Deck” events:
 - Trunktoberfest (Late October – 7 hrs)
 - GFC “Home” Decorating Party for Christmas (Nov/Dec – 6 hrs)
 - Take down decorations party (Early January – 4 Hrs)
 - Christmas Eve Services (3 hrs FT staff, 2 hrs PT staff)
 - Easter Services (3 hrs FT staff, 2 hrs PT staff)
- Attend annual Staff retreat in Bethany Beach (Early May – Wed,Thur,Fri)
- At weekend services, save parking spaces closest to facility for guests & members

Salary:

Varies based on experience and capability. To be discussed in hiring process.

I have read and understood this job description.

Employee Signature: _____ Date: _____