

# ***Rolling Hills Covenant Church***

## ***Job Description***

Title Elementary Coordinator		Reports to: Children's Ministries Director	
Department Children's Ministries	Effective Date June 1, 2019		Supersedes Date
Personnel Commission Signature	Human Resources Signature	Date	
<b>Our Vision: Valuing our strategic international location, our passion is to be a church family of committed disciples of Jesus as diverse as our community, who reflect the beauty and love of Jesus, and who urgently takes the Gospel of Jesus to our neighbors and to the nations.</b>			

### **I POSITION SUMMARY**

Provide collaborative support to all Elementary staff through the supervision and mentoring of the Elementary Associate to provide age appropriate ministry to children Kinder through 5<sup>th</sup> Grade, from environment to curriculum to shepherding care.

### **II PRINCIPLE DUTIES AND RESPONSIBILITIES**

#### **1. Program Development**

- Oversee the staging, gospel presentation, and ministry experience at all Elementary events.
- Oversee the planning of age appropriate activities to promote comprehension and application of bible lessons.
- Supervise all ministry staff and volunteers from Kinder- 5<sup>th</sup> Grade during all weekend services and Tuesday Night Live.
- Collaborate with staff and ministry leaders to effectively transition 5<sup>th</sup> graders to Student Ministries.
- Work with CM Director to identify, train and support volunteer leaders in Children's Ministries.

#### **2. Spiritual Development**

- Adjust and implement the curriculum to promote Christ centered discipleship
- Teach 1x a month in one of the Elementary classrooms
- Oversee the worship experiences for Elementary classrooms

#### **3. Associate Development**

- Oversee the Associate's ministry to families, providing support for compassionate care, conflict resolution, and parenting support.
- Oversee the Associate's ministry to children, laying the foundation where each child is known and loved.
- Weekly planning meetings with directors, associates; provide creative and innovative ideas for age appropriate ministry.

### **III GENERAL DUTIES AND RESPONSIBILITIES**

- A. Supports the RHCC Purpose Statement, Vision Statement and Core Values in the following ways:
- Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior.
  - Commitment to the Bible as God's inerrant Word and the authority for Christian living above the values of tradition and culture.
  - Commitment to the intentional cultivation of the inner life through worship, study of His Word, and prayer.
  - Dedicated to ministering to people in a warm and loving manner that leads to a closer understanding of the sufficiency of Jesus Christ.

### **IV LEADERSHIP AND SUPERVISION**

- Acts as a member of the Children's Ministries Team

### **V PERSONAL DEVELOPMENT**

- Attends conferences, classes and/or seminars as necessary to improve knowledge and skills

### **VI SUPERVISION**

- Supervisory Authority: Elementary Associate
- Supervised by: CM Director

### **VII EDUCATION – EXPERIENCE – SKILL REQUIREMENTS**

Requires demonstration of competency in working with children (Kinder – 5<sup>th</sup> grade). Requires track record of effectiveness in working with adults. Requires significant experience in working in a Christian ministry. Requires excellent verbal and written communication skills. Computer competency necessary. Need strong organizational skills and efficiency.

Reviewed and Acknowledged

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Signature

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Date: