



TITLE OF POSITION: Children's Ministry Elementary Coordinator
APRIL 2021

REPORTS TO: Children's Ministry Director

POSITION TYPE: Part Time, up to 29 hours/week

PURPOSE OF THE POSITION: The Elementary Coordinator oversees the Children's Ministry strategy as it pertains to elementary children ages Kindergarten through 5th grade. The Coordinator is responsible for training, equipping and supporting our volunteers and informing parents within Elementary.

RESPONSIBILITIES: This position's responsibilities include, but are not limited to:

Sunday Responsibilities:

- Ensures area is ready for Sunday morning
- Communicates and casts vision to volunteers
- Organizes and leads volunteer trainings
- Recruits for all open positions within area
- Oversees the maintenance of the wing to ensure each gathering is ready for families
- Assists families with parent resource wall

Weekday Responsibilities:

- Oversees the curriculum, edits materials, purchases supplies and prepares it for Sunday mornings
- Tasks Mid-Week Prep Team
- Works with Preschool and Large Group Coordinators on Ministry ideas and cohesion
- Manages roster and weekly communication with leaders, arranges and provides all props and teaching materials for leaders.
- Discusses children's ministry strategy and baptism with parents
- Keeps all forms up to date and posted within database.
- Thinks through ministry calendar
- Works with Children's Director and Facilities Manager to maintain physical space and equipment in classrooms. (paint touch-ups, etc.)
- Works as team with other paid Children's Ministry Staff to develop policies, procedures, and programs for BACC children's ministry

Other Responsibilities:

- Assist with CM Events

- Assists Large Group Coordinator with special productions: Easter program, worship programs, Good Friday, etc.
- Leads Volunteer Appreciation events
- Other responsibilities as directed by Children's Director

PRIMARY STRENGTHS/GIFTS/TALENTS/SKILLS REQUIRED:

- Leadership, administration, shepherding, encouragement
- Build Relationships: Uses appropriate interpersonal skills to work effectively with others on team and within staff; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Communication: Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as necessary.
- Provides ideas for events, researches best practices/strategies as well as feedback to other ideas.
- Demonstrates good written, oral, and listening skills
- Builds Effective Teams: Creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- Planning and Organizing: Establishes appropriate procedures to complete work efficiently and effectively.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Has a huge heart for elementary age children.
- Enthusiastically embraces God's vision for Bay Area Student Ministry
- Strong organizational skills and attention to detail
- Ability to prioritize and to be flexible as projects and their importance shift
- Team player who works well with various personalities and has consistent positive influence within the CM Team
- Teachable and approachable
- Agrees with BACC Statement of Beliefs, Position Papers and meets all Ministry Partner requirements
- Attends BACC or is willing to begin attending