



FAITH E · CHURCH

FAITH EVANGELICAL CHURCH
3145 SWEET WATER DR, BILLINGS, MONTANA 59102

MINISTRY DESCRIPTION

POSITION/TITLE: Elementary Coordinator (K-5th Grade)

PERSONAL QUALIFICATIONS: Bachelor's degree in education/ministry or equivalent experience. Proficient in elementary instruction (2+ years' experience preferred); Experience in implementing and executing curriculum; Experience leading a team/volunteers; Ability to foster a safe and effective learning environment; Strong interpersonal and communication skills; Committed and growing Christian who is passionate about loving God, children, and families.

REPORTS TO: Children's Ministry Director

WORKS WITH: Early Childhood Coordinator, Office Manager, Administrative Assistant, Facilities Director, other Ministry Leaders/Staff

SUPERVISES: Elementary Volunteer Teachers, Classroom Helpers, and other necessary volunteers

POSITION PROFILE: The Elementary Coordinator directs and leads K-5th grade ministry environments that help children know Jesus, grow in biblical understanding, and take meaningful next steps in faith through engaging teaching and relational discipleship.

WORKING SCHEDULE: Exempt full-time position scheduled to meet the needs of the ministry.

MINISTRY RESPONSIBILITIES:

Programming & Discipleship

1. Participate in annual planning process and executing the ministry goals for each year.
2. Manage, organize and execute the use of curriculum & supplies for Sunday & Midweek lessons.
3. Cultivate relationships with, care and pray for, and disciple children and parents.
4. Plan and teach engaging, biblically grounded lessons for elementary children.
5. Help lead and support Vacation Bible School, Family Night, and other children's ministry events.

Staff & Volunteer Leadership

1. Supervise elementary staff and volunteers for children's ministries and events.
2. Become proficient in the current church management software to effectively schedule, manage and communicate with groups and volunteers.
3. Provide/assist with orientation, instruction, and training for new and current staff & volunteers.

Child Safety & Care

1. Oversee check-in, dismissal, rosters, and pick-up process of elementary children.
2. Manage classroom environment and behaviors for optimal learning and growth.
3. Maintain children's ministry policy and procedures and ensure implementation and communication.
4. Facilitate the operational readiness, safety, and sanitization of the elementary classrooms.

Communications

1. Participate in all pertinent team meetings (such as Children's Ministry and Staff meetings.)
2. Connect effectively with new families who have elementary-age children.
3. Communicate regularly with parents.
4. Assist with necessary marketing materials that move the ministry.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned.

