



DETAILED MINISTRY DESCRIPTION

Grace Kids Elementary Coordinator

Job Title: Grace Kids Elementary Coordinator

Reports To: Family Pastor - Dr. Matt Harrison

Time Status: Full Time

FLSA Status: Non-Exempt

Classification: Full Time Support Staff

SUMMARY:

The Grace Kids Elementary Coordinator will provide structure and support for the Grace Kids programming for children in kindergarten through 5th grade at Grace Baptist Church.

- Assist in planning and administrating weekly and annual children's ministries such as: Sunday Mornings, Wednesday Night, training meetings, annual programmed events, summer camp, Kids Night Out, and any other Children's ministry events.
- Obtain, organize, and prep resources and material for the Elementary weekly environments, Sunday, and Wednesday.
- Incorporate details processes and/or systems to manage resources and materials used in the weekly Elementary programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Continually review Children's Ministry policies and procedures and work with the entire team to implement improvements.
- Coordinate the ordering of supplies and curriculum for use within all areas of the Elementary Ministry.
- Assist in the day-to-day purchase order and requisition process for the Grace Kids Elementary budget.
- Coordinate the organization of resource material needed to equip all Elementary team members.
- Handle member and visitor tracking (headcount) and assimilation for Sunday morning and Wednesday night programming.
- Counsel with children after decisions and baptisms.
- Plan and prepare for all events along with set up and take down of Elementary areas on Wednesday and Sunday.
- Attend and participate in all on-site and off-site children's ministry events, camps and other events as requested.
- Enlist and evaluate all workers needed in the Elementary divisions. This includes providing training opportunities for leaders as well as background checks for all volunteers serving.
- Observe leaders in their ministry roles and provide regular feedback and encouragement.

- Coordinate resources needed for children's ministry check in desk and media area.
- Communicate safety and evacuation plan to volunteers throughout the year.
- Actively recruit volunteers for Elementary ministry.
- Coordinate with Communications/Media to promote Grace Kids events along with the Family Pastor.
- Coordinate with other ministries for any paid childcare needs.

QUALIFICATIONS AND SKILLS:

- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- A member of Grace Baptist Church.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% of gross income).
- Good 'people' skills for relating to senior pastor, pastoral staff, co-workers, volunteers, extended church staff, church members and guests.
- Ability to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- A demonstrated ability to maintain sensitive confidential church information.
- A positive attitude at all times and poise under pressure.
- Knowledge and principles of preparing correspondence, forms, reports, etc.
- Knowledge of principles and procedures of record-keeping and filing systems.
- High attention to detail and accuracy with complete follow through.
- Ability to communicate clearly and concisely, both orally and in writing.
- Basic understanding of office organization, operations, office equipment and methods.
- Excellent organization skills.
- Good English, grammar, spelling, punctuation, and vocabulary skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed, and fully understand the Job Description for _____. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature:	Date Signed:
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