



Position Description: *Children's Ministries Associate, Elementary*

PURPOSE:

To provide staff resourcing for Children's Ministries programs. Serve as the primary staff resource for Elementary (Kindergarten through Fifth grade) children and their families, which is relational, holistic, intergenerational and team-oriented. This ministry will be shaped by an understanding of reformed theology and reflect an understanding of the theory and practice of Christian Education as it relates to children and their families. To serve as a collaborative part of the staff team to make Jesus visible to the Grace congregation and the community.

ACCOUNTABILITY: Reports to the Director of Children's Ministries.

RESPONSIBILITIES:

Leadership for Elementary Ministries: Provide leadership for ministry with Elementary children (kindergarten through fifth grade).

Volunteer Leadership: Recruit, train and support Elementary Sunday School teacher/leaders. Provide ongoing orientation and training (including established security policies, training and implementation). Assist with the planning and implementation of Teacher/Leader Appreciation.

Curriculum: Assist with the design, selection, and implementation for all curriculum for kindergarten through fifth grade classes.

The Backyard: Provide leadership and planning for the Backyard large group environment. Serve as a host or teacher in the Backyard large group environment. Proof, edit, and, create tech scripts for the Backyard shows in Planning Center Online.

Hospitality: Facilitate warm relationships with the contract actors. Maintain upkeep of the green room, appreciation events, and ongoing encouragement and communication.

Arena: Assist FM Coordinator with Arena support, particularly for Elementary children. This may include: check-in/registrations/class rosters, creating lists/reports, managing Arena tags, generating labels for mailings, maintaining member information, and running background checks.

Events: Provide leadership, direction, and evaluation for the Children's Ministries events.

Milestone Ministry: Plan, implement, and evaluate of Children's Sacrament and Worship training classes. Assist with the Baptism ministry.

Vacation Bible School: Assist with VBS planning, implementation and evaluation of Vacation Bible School. Provide primary staff leadership for the 4 "locations" for K-4th grade children, Intersect and other areas as determined annually.

Grace School: Serve as a staff resource Grace School faculty, staff, students, and parents as an ambassador of Grace Presbyterian Church. Serve as primary staff resource for Lower School chapel, including Backyard Chapel. Proof, edit, and, create tech scripts in Planning Center Online, and build appropriate ProPresenter for regular Grace Lower School chapels. Assist with providing pastoral care for Grace Lower School.

Special Needs: Provide leadership and planning for special kids children, as needed.

Christmas Eve Family Service: Provide leadership, as needed for Christmas Eve services.

Budget: Assist with ongoing administration of Children's Ministries budgets, with particular emphasis on Elementary ministry areas.

Communications: Provide support for Children's Ministries communications, with an emphasis in print, web, marketing, and social media.

Pastoral Care: Provide pastoral care to children and their families, as needed.

Other Duties: Perform other duties as needed.

RELATIONSHIPS:

- Meet regularly with the Director of Children's Ministries.
- Meet regularly with Children's Ministries staff.
- Participate in monthly Full Staff meetings.
- Serve as a staff resource for the Children's Ministries Committee.

EVALUATION:

The Director of Children's Ministries will complete an annual performance review.

The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, skills required.