



<b>Elementary Minister (EM)</b>	
Ministry Team: Children's Relational Discipleship	Status: Full Time Salary
Reports To: Executive Minister	Supervises: Children's Ministry Assistant (CMA)
<p><u>Summary:</u> The Elementary Minister is responsible for the vision and implementation of ministry to elementary children (1st-5th grade) at College Heights. This includes providing discipleship opportunities, a caring environment that connects children with the love of Jesus and His people, and engaging interactions with God's Word. The EM oversees volunteer recruiting, equipping and coordination for the Elementary Ministry as well as developing and implementing programming for elementary aged children on Sunday morning and Wednesday evening. The EM takes a lead role in planning VBS, camps and retreats, as well as works with the Children's Team staff and volunteers in the planning and execution of other special events.</p>	
<p><u>Required Education, Skills &amp; Abilities:</u></p> <ol style="list-style-type: none"> <li>1. Must have excellent communication, organizational, and interpersonal skills. Must have strong public speaking skills and be able to teach children using age-appropriate and engaging methods. Must be able to build teams and effectively train and equip volunteers. Must possess basic computer skills and a willingness and capability of learning the CHCC database, Microsoft Office and Google systems.</li> <li>2. A bachelor's degree in Bible and/or Children's or Youth Ministry is not required, but preferred.</li> </ol>	
<p><u>Physical Requirements:</u> Must be able to travel to retreats and special events, and be physically able to assist in setting up for programming and events. Must be able to interact and play with children.</p>	
<p><u>Essential Functions:</u></p> <ol style="list-style-type: none"> <li>1. Provide volunteer coordination for the Elementary Ministry, including recruitment, training, weekly scheduling, leadership development and ongoing communication with volunteers</li> <li>2. Lead teams to plan, implement and direct Sunday morning and Wednesday evening programming</li> <li>3. Lead teams to plan and implement special programming (ex: VBS, Camp, CIY Superstart!, etc.)</li> <li>4. Creatively and effectively teach children the Gospel of Jesus using age-appropriate methods</li> <li>5. Shepherd children, families and volunteers</li> <li>6. Co-supervise the CMA and Interns</li> <li>7. Communicate regularly with Executive Minister concerning volunteer, family, and child issues</li> <li>8. Participate in ministerial duties (on-call, meetings, assigned reading/discussion, retreats)</li> <li>9. Assist CMA with social media content</li> <li>10. Be a positive contribution to the staff culture</li> <li>11. Creatively contribute to the Children's Relational Discipleship Team</li> <li>12. Maintain the departmental budget</li> </ol>	
<p><u>Essential Behaviors:</u> <b>General Responsibilities &amp; Expectations of CHCC Employee</b></p> <ol style="list-style-type: none"> <li>1. Attend all scheduled staff meetings for your role, including combined staff meetings, and other meetings where you are to keep the others up to date on major projects and events that are going on in your area.</li> <li>2. Be willing to assist in other aspects of CHCC's life together as we cover the main bases of ministry together.</li> <li>3. Know and communicate pertinent information to staff workers in your realm of ministry.</li> <li>4. Make sure the appropriate information concerning your department is regularly processed through your supervisor.</li> <li>5. Observe the personnel regulations as listed in the Personnel Handbook (such as time off, appropriate interaction with opposite gender, policy issues, etc.).</li> </ol> <p><b>Qualifications and Profile of an Effective Minister</b></p> <ol style="list-style-type: none"> <li>1. Is committed to Christ and His church</li> <li>2. Is passionate about the Mission and Vision of CHCC and is committed to doing their part in the "big picture"</li> <li>3. Is a loyal team player</li> <li>4. Has strong team building abilities</li> <li>5. Has the ability to recruit, train, retain and effectively oversee volunteers</li> <li>6. Has excellent interpersonal relationship skills</li> <li>7. Has the ability to think strategically and engage in short-term and long-term planning</li> <li>8. Has the ability to appropriately discipline staff workers in realm of ministry with given tools (PIP)</li> <li>9. Work with supervisor to maintain departmental budget</li> </ol>	