



<u>Position:</u> Elementary Ministry Coordinator (EMC)	<u>Approval Date:</u>
<u>Department:</u> Youth – Children’s	<u>Status:</u> Part-Time 29 hours/week
<u>Reports To:</u> Elementary Associate Minister (EAM)	<u>Supervises:</u> N/A
<u>Summary:</u> The Elementary Ministry Coordinator (EMC) will develop and implement programming for elementary aged children (1st-5th grade) on Sunday morning and Wednesday evening. The EMC will take a key leadership role in planning and attending camps and retreats, and in the discipleship and shepherding of elementary students. This role will assist in the planning and execution of special events. This position is supervised by the Elementary Associate Minister (EAM) and works with the EAM and Children’s Minister (CM) to accomplish the goals and vision of the ministry.	
<u>Required Education, Skills &amp; Abilities:</u> Must have excellent communication, organizational, and interpersonal skills. Must be able to teach children using age-appropriate methods. Must possess basic computer skills and a willingness and capability of learning the CHCC database, Microsoft Office and Google systems.	
<u>Physical Requirements:</u> Must be able to travel to retreats and special events, and be physically able to assist in setting up for events. Must be able to interact and play with children.	
<u>Essential Functions:</u> <ol style="list-style-type: none"> <li>a) Coordinate weekly programming needs (cue sheets, Pro-Presenter slides, lesson picture slides, etc.)</li> <li>b) Plan and implement weekly programming, working alongside the EAM and CM to accomplish the goals and vision of the ministry</li> <li>c) Plan and coordinate camps and retreats</li> <li>d) Serve in a variety of capacities as needed during programming (lesson teacher, game leader, worship leader, small group leader, on-stage presence, etc.)</li> <li>e) Perform weekly guest follow-up contacts</li> <li>f) Assist CM and EAM in the discipling and shepherding of children</li> <li>g) Assist CM and EAM in the planning and implementation of special events</li> <li>h) Communicate regularly with EAM and CM concerning programming, volunteer, and student issues</li> <li>i) Assist the EAM as needed with recruitment and development of volunteers</li> <li>j) Manage ministry supplies and restock supplies as needed</li> <li>k) Assist CM with social media content</li> <li>l) Be a positive contribution and support to the Children’s Team and Youth Team</li> <li>m) Creatively contribute to the Children’s Ministry</li> </ol>	
<u>Essential Behaviors:</u> <b>General Responsibilities &amp; Expectations of CHCC Employee</b> <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 processing through your supervisor and team leader.</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> <b>Qualifications and Profile of an Effective Minister/ Ministry Coordinator/Manager</b> <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. Work with supervisor to maintain departmental budget</li> </ol>	