Job Description – Coordinator of Elementary Ministries

## Ministry Philosophy

## Hope Church has a singular focus–helping people connect with God. We believe Jesus charged us to do this in the Great Commission (Matthew 28:19-20). Our vision is to reach as many people as possible through a multi-site approach that involves multiple locations served by a dynamic staff.

## Job Qualifications

* Character
  + Love for kids and a passion to help them understand the Gospel.
  + Demonstrated Christian beliefs.
  + Emotionally healthy person who can deal with conflict with grace and accept constructive feedback.
  + A teachable spirit with a desire to continuously improve.
* Gifting & Skills
  + Ability to recruit volunteers and direct them.
  + Strong relationship skills.
  + Results oriented.
  + Organizational skills to plan ministry activities and events as part of a team.
* Experience/Education
  + Experience teaching Bible lessons to children is preferred.
  + Some experience planning events is a plus.
  + Experience working with volunteers is a bonus.
  + Some computer knowledge is necessary.

## Job Duties & Expectations

* Regular tasks
  + In cooperation with the Elementary Ministry team and Elementary Ministries, plan & execute children’s ministries activities. Working weekend services at Kennedy Campus will be expected.
  + In cooperation with the Elementary Ministry team, plan & deliver special events & other programs throughout the year to attract and engage children & families. This could include preparing & setting up classrooms.
  + Attend and participate in weekly Elementary Ministries and monthly Hope Church Team staff meetings.
  + Other job duties as assigned.
* People
  + Function as part of the Elementary Ministries team to help find efficiencies across campuses related to delivering curriculum, efficiently using budgeted funds, & make the best use of the time & efforts of volunteers.
  + Recruit & help equip volunteers.
* Organizational
  + Support synergy, appropriate commonality, and sharing across campuses within the Elementary Ministry.
  + Be conscious of the annual budget for this ministry.

## Reports To

Director of Elementary Ministries

## Average Hours

12-15 hours/week