



JOB PROFILE

JOB TITLE: MINISTRY COORDINATOR—ELEMENTARY

REPORTS TO: ELEMENTARY MINISTRY LEADER

MINISTRY PURPOSE:

Love God and Love Others by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. With the guidance of the Holy Spirit, the Elementary Ministry Coordinator assists the Elementary Ministry Leader in developing, implementing, and leading the Elementary ministry for children in kindergarten through fourth grade, with a strong spiritual foundation in accordance with the Mission Statement of Family Ministries, Statement of Faith, Bylaws, and Core Values of Stonebriar Community Church.

MISSION STATEMENT:

Our mission is to partner with families as a nurturing, biblical community to provide child-relevant, age-appropriate opportunities for evangelizing, discipling, and equipping children to enjoy life with God.

MINISTRY RESPONSIBILITIES:

Including but not limited to:

- Answer basic questions about the church's faith, providing religious resources or praying with someone if requested.
- Under the leadership of the Elementary Ministry Leader, the Elementary Ministry Coordinator's mission is in these main areas:

1. Elementary Management:

- Pray for the Elementary Ministry.
- Help guide Elementary Ministry Partners in the vision for Elementary Ministry and help train them in the curriculum and in the basics of our classroom policies.
- Assist in planning Ministry Partner Appreciation.
- Attend and help assist at Ministry Partner events/training.
- Work with Resource Room Ministry Leader to collect, organize, and deliver supplies for Elementary programs, including Sunday mornings, midweek programs, and special events.

- Assist Elementary Ministry Leader in managing, planning, executing, and overseeing Sunday mornings, midweek programs, and special events.
- Coordinate with Building Management and Communications for room reservations, event registration setup, and event promotion.
- Track Elementary inventory and keep supply areas neat and organized.
- Coordinate check requests and purchase orders.
- Fill in for Elementary Ministry Leader when absent.

2. Parent Involvement:

- Acquaint parents with the vision and mission of Elementary Ministry.
- Encourage parents to participate in the spiritual nurture of their children, and help Elementary Ministry Leader provide parents with tools to spiritually nurture and disciple their children.

3. Curriculum and Classroom Supervision:

- Recommend policies that ensure a safe, loving, and healthy environment for Elementary classes.
- Report equipment needs and supplies to Elementary Ministry Leader and/or Resource Room.
- Assist Elementary Ministry Leader in Sunday morning setup, supervising and assisting the volunteers on Sunday morning.

4. General

- Assist and support families attending Stonebriar's Elementary programs with a Christ-like, servant-hearted spirit.
- Inform Elementary Ministry Leader of family illnesses, deaths, and births within area of ministry.

TEAM MEMBER CONTRIBUTION:

- Support the Elementary Ministry Leader as needed.
- Meet weekly with Elementary Ministry Leader and Elementary Ministry Assistant.
- Attend monthly All Staff meetings and monthly Family Ministries Team meetings.
- Contribute toward the improvement of the ministry as a whole.

MINISTRY QUALIFICATIONS:

Character

- A personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Functions well with coworkers, treating them with honor and grace, and providing prayerful support; a team player.

Philosophy of Ministry

- Being part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values (character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, glory to our God).
- Support the vision of the Family Ministries Pastor and Team.
- On the Family Ministries Team, we want more for each other than from each other.
- Full agreement with and commitment to the Statement of Faith of SCC.

Competency

- A hard worker with initiative.
- Relates well to the public.

Job Status:

Part-time: 25 hours per week

Non-Exempt

No Benefits