

## Children's Ministry Associate Director: Elementary (K-4)



**Vision:** The Children's Ministry Associate Director: Elementary (K-4) provides leadership, administrative, supervisory, and programmatic support for all aspects at the South Hills Campus of the Bible Chapel, focusing on Elementary (K-4) and Chapel Kids Wednesday (Preschool-4<sup>th</sup> grade) ministries. Children's Ministry Associate Director: Elementary (K-4) will help lead the ministry in a positive, efficient, and effective manner in support of our employees, volunteers, and mission.

### Responsibilities:

- Helps provide strategic and practical leadership through planning, developing, implementing and evaluating Children's Ministry programs
- Collaborates with other members of the TBC Staff to ensure the overall vision is accomplished
- Helps to develop, implement, and evaluate Children's Ministry volunteer training
- Assists in recruiting, interviewing, hiring, and developing paid and volunteer ministry team members
- Assists VBS Director as needed
- Attends church services, meetings, activities, staff functions and events, as required
- Meets weekly with the Children's Ministry Directors Team
- Helps lead monthly Children's Ministry Team meetings
- Serves as Ministry Lead - minimum of one weekend per month
- Helps develop, implement, and evaluate caregiving for Elementary and Chapel Kids Wednesday families/children
- Provides supervision, leadership and training to the following area coordinators
  - Elementary K-2
  - Elementary 3-4
  - Chapel Kids Wednesday
- **Elementary (K-4) and Wednesday Night:**
  - Meets regularly with the Elementary and Chapel Kids Wednesday Coordinators to establish continuity in all areas
  - Is available to meet in person and or respond to questions and concerns
  - Helps develop and implement goals for Elementary and Chapel Kids Wednesday
  - Provides support in the development of Elementary and Chapel Kids Wednesday Volunteers
  - Oversees/Purchases materials needed for Elementary and Chapel Kids Wednesday
  - Serves as Ministry Lead for Chapel Kids Wednesday: Preschool-4<sup>th</sup> Grade

### Spiritual Gifts:

Leadership, Teaching, Administration, Discernment

**Experience:** The successful candidate should be a mature, growing believer in agreement with the doctrine and teaching of The Bible Chapel, who works effectively within a team, and possesses the gifts and skills listed above. Experience in education and ministry is preferred.

### Time/Allocation:

Part Time, salaried position

Hours: approximately 30 hours a week

### Accountability:

The Children's Ministry Associate Director: Elementary. (K-4) is supervised by the Children's Ministry Director. \*This Job Description is subject to change at management's discretion.