

# Christ's Church Camden

[www.christschurchcamden.com](http://www.christschurchcamden.com)

August 2017

**Job Description:** Elementary Director

**Reports To:** Children's Pastor/Family Pastor

**Category of Employment:** Part-Time

**Payroll Status:** Salary

**Office Hours:** Tuesdays, Thursdays, and Sundays; Average 20 hours per week plus Sunday.

## **Job Summary:**

To further the mission of Christ's Church Camden to "Win, build and send servants for Jesus Christ" by overseeing and developing programs, ministry strategies, and service opportunities for a dynamic children's ministry.

## **Minimum Qualifications:**

1. **Experience:** Must be tried and proven in ministry and have a passion for elementary students . Minimum 3-5 years experience in a ministry environment.

2. **Education:** Consideration will be given to candidates having a minimum of an Associates Degree and/or having experience and demonstrated proficiency in the field.

3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent leadership, organizational and interpersonal relational skills. Must be tried and proven in ministry and have a passion to share Jesus with children. Must demonstrate a Christ-like attitude in words and actions, must be able to produce engaging and relevant Elementary services. Must be highly relational with parents, children and volunteers. Must be self-motivated able to problem- solve and work calmly in a fast paced environment. Must maintain and protect confidentiality. Must have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers. Must be willing to learn ProPresenter, Photoshop, Microsoft Office, Planning Center, and other computer based programs.

## **4. Physical Demands:**

- Activities with children to include games, dancing, and over all fun.
- Lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.

## **Expectations:**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Participates in all staff meetings and retreats as scheduled.
3. Engages in a regular and ongoing small group.

4. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the mission, beliefs, values and metrics of Christ's Church Camden.
3. Must be an active, participating member of Christ's Church Camden or willing to become a member at the beginning of employment.

### **Duties and Responsibilities:**

1. General staff responsibilities:
  - Organize and execute all services and events for the Elementary Ministry (Kindergarten-5th grade)
  - Support the direction and vision of the Family Pastor
  - Volunteers:
    - Actively recruit new volunteers
    - Regular training opportunities to equip them spiritually and physically
    - Delegate responsibilities clearly and effectively
    - Schedule volunteers to serve weekly
    - Equip and supervise volunteers for the ministry
  - An effort to build relationships with parents of elementary age students
  - Meeting with and maintaining regular, scheduled contact with staff, leaders, volunteers and church members by e-mail, phone, and face-to-face meetings.

2. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Additional duties may be assigned.

### **Performance and Evaluation**

Success in the position will be measured by the Family Pastor with input from the Children's Pastor and Pastoral team. 3-Month review will be given with annual reviews to follow. All relevant areas shall be reviewed, including but not limited to the Christ's Church 5 C's (Character, Competence, Chemistry, Culture, Capacity), completion of ministry goals in the areas of communication skills, teamwork, leadership, creativity, responsibility, self-motivation, attitude and potential for growth.

*Note: This position does not include health care nor retirement benefits. Background check required*