



Elementary Minister

FLSA: Exempt (Ministerial) | Full-Time

Accountable to: Director of Family Ministry

Purpose: The Elementary Minister's primary responsibility is to provide leadership for Small Group & Large Group Experiences within the Kids Ministry, 1st-5th grade.

Duties and Responsibilities:

- Regularly evaluate the effectiveness of the Kids Ministry and alignment with Kingsway's overall mission and make changes and realign as needed. Including the budget process, goal-setting, and supporting the goals of the church as a whole.
- Provide leadership for the Small Group & Large Group Experiences in Elementary:
 - Create and implement annual kids' ministry goal and objectives through annual goal-setting process.
 - Lead volunteers by building people who build people (Recruits, train, lead, and celebrate).
 - Establish and improve processes, tools, and systems.
 - Ensure excellent implementation of the small group and large group experience, curriculum development & classroom programming needed to ensure a successful kids ministry. (Including Sundays, special events, retreats, camps).
 - Maintain a culture that embraces the values, goals and directions of the Kids Ministry.
 - Implement curriculum determined by the Kids Ministry Team.
 - Develop & Maintain Leader schedule. Leads in small group or large group role as needed or calls on volunteers.
 - Ensures ongoing communication is occurring with kids, families and volunteers.
 - Coordinates with Kingsway teams to provide opportunities to engage kids with the mission of Kingsway.
 - Ensures that Kingsway creates an environment and standard processes and plans for kids with special needs.
- Serve as part of the Family Ministry team to provide programming and opportunities for all families, including Sunday services support, events, and assisting in developing resources.
- Serves as a member of the Kingsway Ministry Team and will perform weddings & funerals (if ordained), baptisms and pastoral care when needed.
- Performs related duties as assigned by Manager.

Qualifications & Requirements:

- Bachelor's degree required. Desired that degree be in a related field from a four-year college or university; or 3-5 years related experience and/or training; or equivalent combination of education and experience.
- Competencies, Skills & Experience desired: Mature Christian with clearly articulated theological understanding | Highly Relational | Strong team-player | Must demonstrate a strong passion for kids and their families | Strong organization skills | Disciple-making and leading large groups of volunteers and teams
- Confidentiality - This position regularly handles confidential information such as Church Attendee information, family meetings, financial information, volunteer background information and medical information. It is expected to always keep this confidential.
- This position is a 'Ministerial' position and is eligible for a housing allowance under IRS law.
- Must be a member of Kingsway Christian Church and be taking steps on the Growth Path, but at least at the "believer" level in each category. Must demonstrate that they are 'all in' at Kingsway - showing commitment to the Mission, Vision, and Cultural Behaviors & Beliefs of Kingsway.
- Schedule: This position is full-time, Sunday-Thursdays. Plus additional events.