

Elementary Coordinator Prospectus

This document is to be reviewed and signed by anyone submitting an application for this job opening at Northwest Church.

Position's Role: To support Children's Ministry with a focus on Elementary; to provide a safe environment focused on promoting children to grow spiritually, emotionally, and physically through age appropriate practices. Develop and help create an exciting and engaging Assemblies time. Disciple and lead teachers and volunteers, help with special events throughout the year and assist Children's Pastor as needed. The Children's ministry operates as a collaborative team.

Minimum Qualifications: Those applying for this position must be a member of Northwest Church and regularly attend our weekend services. Applicants should also be those who possess an excellent work ethic and are self-motivated.

Preferred Skills/Abilities:

- Child Education background or experience
- Proficient with Microsoft Office, Word, and the ability to learn new programs
- Willingness to teach and comfortable leading others with a servant's heart
- An excellent work ethic and an ability to be self-motivated
- Organizational and supervisory skills
- Ability to handle multiple tasks at one time

Hours & Schedule: This is a full-time position (40 hours per week). Wednesday-Sunday (Typically 9am-5pm Wednesday-Friday; 12pm-8pm on Saturday; 8am-4pm on Sunday)

Compensation: The salary for this full-time position is based on training and experience. To obtain the range, please send an email to marc@nwcfoursquare.org

Current Ministry Scope: This position serves within the Children's Ministry which is responsible for all children's weekend services, regular discipleship programs, through the year and other special events through the year. A heart of humility and service is required for members of the Children's Team and a willingness to serve/assist in any area needed by NWC.

Vision: We desire to establish a team of individuals gifted by God to care for the staff and members of Northwest Church in such a way that it will bring glory to God. We strive to meet the needs of people in a way that will release them to fruitful ministry.

I have read the above qualifications and believe I have the skill set and experience needed to apply for this position.

Signature

Date