

Job Description
Elementary Ministry Associate
St. Luke's United Methodist Church
Indianapolis, IN
www.stlukesumc.com

ORGANIZATIONAL OVERVIEW

St. Luke's UMC is one of the largest United Methodist churches in the U.S. with a membership of nearly 6,000. We are an open community of Christians, gathering to seek, celebrate, live and share the love of God for all creation. We are called to make Disciples of Christ for the transformation of the world.

POSITION OVERVIEW

The Elementary Ministry Associate will provide administrative and project support for the Director of Elementary Ministries. This position supports all programming and ministry needs for children in grades K-4th grade.

RESPONSIBILITIES

- Assist with recruiting, managing, scheduling, and training volunteers.
 - Build teams for each key area of elementary ministries.
 - Assist with creative ministry projects. Help bring exciting ideas and themes to life.
 - Help lead and serve at all special events for Elementary Ministries.
 - Provide weekly administrative support for the Director of Elementary Ministries.
 - Help lead and serve on Sunday mornings during large and small group meetings.
 - Build and maintain healthy relationships with ministry volunteers and parents.
 - Remain committed to a lifestyle of worship, live above reproach, and maintain grace and professional boundaries with others.
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QUALIFICATIONS

- Strong skills in organization, communication, management, written expression, logistical problem solving, multitasking, computer skills, and creativity.
- Training, education, or a degree in or related to children's ministry strongly preferred

The ideal candidate is a person passionate about their faith journey and actively seeking to grow in their personal relationship with God. In addition, one must be committed to the mission and vision of St. Luke's and serve out of a sense of call.

This is a part-time position, working around 20 hours a week.