

JOB TITLE: ELEMENTARY MINISTRY DIRECTOR

REPORTS TO: FAMILY LIFE MINISTER

### MINISTRY PURPOSE:

Love God, Love Others, by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. This position assists the Family Life Minister in developing, implementing, and administrating an effective elementary ministry with sound biblical teaching and spiritual nurture in accordance with the Mission Statement of the Family Life Ministry Team, Statement of Faith, Bylaws, and Core Values of Stonebriar Community Church.

#### MISSION STATEMENT:

Our mission is to partner with families, as a nurturing, biblical community, to provide child-relevant, age-appropriate opportunities for evangelizing, discipling, and equipping children to enjoy God for their entire lives.

### MINISTRY RESPONSIBILITIES:

Including but not limited to:

- Answer basic questions about the church's faith, providing religious resources or praying with someone if requested.
- Coordinate and communicate with supervisor regarding responsibilities to be managed on site or remotely.
- Be available by cell phone outside regular office hours.
- Under the leadership of the Family Life Minister, the Elementary Ministry Director's responsibility is to:

### Ministry Partner Discipleship

- Provide for the development, discipleship, training, and appreciation of the volunteer ministry partners recruited for Sunday mornings, mid-week, and special events.
- Provide discipleship, training, and leadership for the Elementary staff and volunteers.
- Supervise Elementary Ministry Coordinator and Elementary Ministry Assistant. Includes oversight of regular elementary staff meetings for planning, training, and discipleship.

### Child/Student/Parent Discipleship

• Build relationships with children and parents to encourage discipleship, provide resources, and equip parents as the primary faith trainers in their children's lives.

• Provide curriculum and programs that are engaging, fun, biblically and theologically accurate, and create an environment of spiritual growth for children.

# Programming and Events

- Organize, staff, and supervise the programs for elementary aged children, first grade fifth grade.
- Plan and maintain calendars and budgets, and track expenditures for elementary programs, mid-week, and special events.
- Recommend and implement policies and procedures that would allow our team to fulfill its mission in a safe and secure environment for children.
- Oversee and project the facility and equipment needs for all elementary programs, and special events.
- Organize mission projects, utilizing children's offerings.

## Family Life Ministry Support

- Pray for the spiritual, physical, and emotional needs of the Elementary Ministry.
- Attend Family Life monthly team meetings as able
- Contribute to and support Family Life Ministry as needed

### **TEAM MEMBER CONTRIBUTIONS:**

- Attend regular 1:1 meetings with Family Life Minister.
- Attend monthly All-Staff meetings.
- Coordinate programs and events with Family Ministries, other church ministry areas, and church staff as needed (including Communications, Facilities, Special Needs, and other ministries.)
- Participate in All-staff events, such as Falliday, Christmas Eve, Good Friday, and other events that are intended to engage all ministry areas.

### MINISTRY QUALIFICATIONS:

#### Character

- A personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Committed to moral purity.
- Functions well with co-workers, treating them with honor and grace, and providing prayerful support: a team player.

# Philosophy of Ministry

- Being part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values (character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, glory to our God).
- We want more for each other than from each other.
- Full agreement with and commitment to the Statement of Faith of SCC.
- Establish Stonebriar as a home church as soon as reasonable after joining the staff.

### Competency

• A hard worker with initiative.

Job Status: Full-time: 37.5 hours per week Exempt Full -benefits		
Agreed to: Printed name		
Employee Signature	Date	

• Relates well to the public.