



**Mission:** Leading people to wholeheartedly follow Jesus  
**Vision:** A People Prepared | A Church Unleashed | A World Transformed  
**Values:** We are outwardly focused | We thrive in community | We never stop moving toward Jesus

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## Elementary Coordinator Job Description

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**Job Summary:** The Elementary Coordinator is primarily responsible for weekend programming in the Elementary and Middle Ground areas of the Reign Forest, including inviting, equipping and empowering Ministry Partners for this area.

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### **Core Competencies & Qualifications:**

The individual filling this position must possess the following skills, abilities, and attitudes in order to perform in this position:

- Leading and supervising
- Working with People
- Writing and Reporting
- Planning and Organizing
- Adapting and Responding to Change
- Coping with Pressure and Setbacks

### **Primary Accountabilities:**

The individual filling this position will be held accountable to the following goals and will be successful in this position if these goals are met:

- Ministry Partners in the elementary area will be fully equipped and empowered in their ministry roles.
  - Elementary children at La Croix will understand the "God is..." statement
  - C.R.E.W will have a full roster of committed volunteers being equipped as young leaders.
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### **Duties & Responsibilities, not limited to:**

- Plan and implement effective weekend curriculum and programming and support that promotes spiritual growth for Elementary (K-5 Grade) children and prepares Ministry Partners
  - Develop and lead 3<sup>rd</sup> generation teams to execute elementary ministries
  - Invite, equip/disciple and empower Elementary Ministry Partners, team leaders and CREW
  - Provide care/support for Elementary families that disciples and equips them for Family Ministry.
  - Oversee and execute Tuesday Night and Event childcare
  - Collaborate with La Croix Special Needs team to provide for children with special needs on the weekends.
  - Collaborate with the Children's Ministry team to prepare for and execute events as needed.
  - Participate as a contributing member of the Children's Ministry second generation team.
  - Provide administrative needs for your position not delegated to the Children's Ministry Administrative Assistant.
  - Fully engage and participate in all staff activities, including 2<sup>nd</sup> Generation team.
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### **Preferred Spiritual Gifts:**

Leadership  
Shepherding  
Teaching  
Administration

**Status:** Part-Time

**Hours:** 25+

**Reports To:** Children's Ministry Director