



Elementary Ministry Director:

Qualifications

- Must have a personal relationship with Jesus Christ
- Must have a passion for Kids Ministry (children and their families)
- Excellent written and verbal communication skills
- Adept at social media, email marketing
- Well organized with good time and project management abilities

Job Summary

The Elementary Ministry Director, under the leadership of the Next Gen Pastor, will shepherd a team of volunteers and parents for children between 1st and 5th grade and lead a weekly Elementary Gathering on Sunday's at New Life. The Elementary Director must be committed to the vision and values of NLF, the pastoral staff "rule of life," and be capable of implementing a whole family approach using the "Orange" strategy in ministry and programming.

Responsibilities:

1) Lead the Elementary Ministry Volunteers

- Ensure that volunteers are known, trained and celebrated
- Cast vision for Elementary Team
- Coordinate quarterly trainings to reinforce personal formation, and/or Orange Lead Small principles/strategies (these will be done as part of NextGen Team Rally)
- Recruit Elementary volunteers on an on-going basis
- Disperse Curriculum to SGL's, story tellers etc.
- Collect Stories from SGL's weekly
- Evaluate effectiveness of volunteers on an ongoing basis
- Set up volunteers to connect with the home (milestones, birthdays etc)

2) Sundays

- Facilitate Pre-Service volunteer huddles (vision casting/pep talks)
- Resource the Elementary rooms and equip leaders to creatively communicate Bible stories to kids in safe, engaging and fun environments
- Prioritize time each Sunday for small groups to meet
- Assign roles to volunteers to execute weekly service plans for elementary ministry.

3) Partner with Parents:

- Resource parents via emails, social media and Parent Cue app.
- Onboard new families and follow up with first time visitors
- Involve parents in milestone events
- Provide phase specific content for parents quarterly

4) Events

- Promote and Participate in: Next Gen Team Nights (quarterly), Stepping Up Ceremony, Holiday Events (Christmas, Easter, Halloween etc.), VBS
- Provide support: NextGen Sunday, NextGen Team Nights, Parent Conference and other Next Gen department events.
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5) General/Church-wide

- Attend appropriate staff and one-on-one meetings
- Attend New Life Leadership Gatherings