

# Elementary Ministry Director

Reports to: NextGen Pastor | Status: Full-Time



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## Qualifications

- Has a growing personal relationship with Jesus Christ and demonstrates spiritual maturity and Christian character.
- Has a genuine love for elementary-aged children and a desire to participate in their spiritual formation.
- Demonstrates strong leadership and the ability to recruit, develop, and care for volunteer leaders.
- Possesses strong communication, organization, time-management, and project-management skills.
- Is committed to the vision and values of New Life Fellowship and to the staff Rule of Life.

## Job Summary

The Elementary Ministry Director, provides spiritual and relational leadership for children in 1st-5th grade and their families. The Director will cultivate a ministry where children are known, loved, spiritually formed, and invited into a growing relationship with Jesus through direct engagement with kids, strong weekly gatherings, volunteer development, and intentional partnership with parents.

## Responsibilities

### 1. Care for and Disciple Elementary-Aged Children

- Build meaningful relationships with children and families, maintaining a consistent and visible presence in Elementary environments.
- Create opportunities for children to ask questions, explore faith, pray, respond to the gospel, and grow in their relationship with Jesus.
- Provide appropriate spiritual and relational care through significant life and faith moments, partnering with parents and the NextGen team.
- Teach Scripture regularly in ways that are biblically faithful, developmentally appropriate, and engaging.
- Follow up on significant spiritual conversations and celebrate milestones in the lives and faith journeys of children.

### 2. Lead Weekly Elementary Ministry and Curriculum

- Provide overall leadership for Sunday Elementary gatherings and remain actively engaged with children before, during, and after services.
- Regularly teach, lead activities, participate in small groups, and pray with children.

- Facilitate volunteer huddles, coordinate weekly service plans, and create safe, engaging environments (including stage design and room decor) that support teaching and meaningful small-group community.
- Oversee the implementation and distribution of curriculum.
- Ensure teaching reflects New Life's vision and values, adapting curriculum when needed to serve the developmental and spiritual realities of our children.
- Gather stories and feedback from leaders and families to continually evaluate and strengthen the Elementary experience.

### **3. Lead, Care for, and Develop Elementary Volunteers**

- Recruit and onboard volunteers on an ongoing basis, ensuring leaders are known, cared for, trained, and celebrated.
- Cast vision and help volunteers understand their role in the spiritual formation of children.
- Observe leaders in ministry and provide encouragement, feedback, and development.
- Develop leaders who can take increasing ownership and build appropriate relationships with children and families.

#### **4. Partner With and Support Parents**

- Build trusted relationships with parents and serve as a spiritual and ministry resource as they support the development and faith formation of their children.
- Welcome and onboard new families and personally follow up with first-time visitors.
- Partner with parents around significant spiritual, developmental, and family milestones.
- Equip parents with practical, resources for faith formation in the home.
- Communicate consistently with families to connect them further to the ministry.

#### **5. Events and NextGen Ministry**

- Lead Elementary involvement in NextGen Team Nights, Stepping Up, holiday events, VBS, and other Elementary ministry experiences.
- Support NextGen Sunday, Parent Conference, and other department-wide events and initiatives.
- Help create opportunities beyond Sunday mornings for children and families to build relationships and experience Christian community.
- Collaborate actively with the broader NextGen and Pastoral teams.

#### **6. General / Church-Wide Responsibilities**

- Attend appropriate staff, NextGen team, supervision, and New Life Leadership gatherings and participate in the spiritual and communal life of the staff.
- Maintain appropriate ministry communication, scheduling, and administrative systems.
- Collaborate with other New Life ministries as needed and perform other ministry responsibilities assigned by the NextGen Pastor.