



Christ Journey Job Description

Job Title:	Director of Elementary Ministry (Highway & FamJamz)
Position Role:	To oversee Elementary Ministry where children are known and cared for in an expanding network of small groups to learn Biblical truth through a growing number of devoted volunteer leaders.
Level:	3b Campus
Supervised by:	Campus Pastor of Kendall in conjunction with the Director of Family Ministry
Supervises:	Elementary Volunteer Teams: Coaches, Small Group Leaders, FamJamz Volunteers and Special Event Volunteers
Spiritual Gifts:	Leadership, Teaching, Administration, and Shepherding
Core Competencies:	Strategic Planning, project management, people management, problem solving, team building, excellent communication in spoken and written word, and ability to train and motivate volunteers.
Spiritual Attributes:	Christ-centered living as demonstrated by full participation in a local church.

Intended Outcomes:

1. Oversees the implementation of Campus Ministry Plans.
2. Communicates a compelling vision and sense of purpose to Highway and FamJamz volunteers and parents for the spiritual development of children and families.
3. Oversees Elementary volunteer strategy to shepherd volunteers in the Highway and FamJamz environments.

Tasks and Responsibilities:

- Works with Campus and Family Ministry Team to define goals and ministry plans
- Oversees the strategy and implementation of ministry plans
- Responsible for recruiting, training and shepherding Elementary Ministry volunteers for Highway and FamJamz environments
- Develops and conducts leadership training for all Elementary volunteers
- Connects with Elementary leaders and parents through weekly contact
- Evaluates the effectiveness of Highway Small Groups, Large Group, and FamJamz
- Works with Family Ministry Director to provide Godly counsel to children and their parents throughout the Start Up Kids process
- Proposes and oversees Elementary budget in coordination with Campus Pastor and Family Ministry Operations Associate
- Assists with planning and executing Elementary and Family Ministry special events
- Participates in monthly Family Ministry Team meetings
- Develops authentic relationships with other Ministerial Staff for mutual ministry and personal support

Education: AA or Bachelors Degree

Experience: 3-5 years of ministry experience with children and Supervisory experience preferred. A combination of education and experience will be considered. Bi-lingual is a plus.

Computer Literacy: Experience in MAC platform.

Note: All Ministry Service positions must be screened to demonstrate abilities.

Microsoft Office Software, iWork Software (Keynote, Pages), GroupHub, Planning Center Online, MAC Computer Platform, Fellowship One Systems, Wordpress