

JERSEY CHURCH

Job Title

Elementary Minister, Part-Time Non-exempt position

General Information

1. Reports to: Next Gen Pastor
2. Relates closely to: Elementary Ministry team, Preschool Ministry team
3. Purpose of this Position: To provide leadership, under the direction of the Next Gen Pastor, to the Elementary Ministry and its volunteers in order to accomplish the Proverbs 22:6 vision (developing kids into C2 disciples who faithfully walk with Jesus their entire lives) in the lives of kids ages 5-12 or grades k-5, creating, organizing, and directing appropriate programs for the accomplishment of this purpose.

Character Requirements

- Personal and growing relationship with Jesus Christ
- Holding Scripture as their authority for understanding God, humanity, and the world
- A Caring heart for all people, who have been created in God's image
- A lifestyle of sharing Christ with the lost
- Understanding the importance of missions, taking the Gospel to the ends of the earth
- Understanding change as an opportunity

Job Requirements

- Bachelors Degree or Masters Degree preferred
- A calling and care for elementary age kids
- Experience in leading age appropriate groups
- Knowledge of best practices for developing disciples
- Administrative skills
- Demonstrated ability to work in teams
- Leadership skills

Ongoing Responsibilities

This is the role of supporting and enabling people to meaningfully engage in the work of the church.

1. Participate in Kids' Ministry team: Working with Kids Ministry Team to achieve ministry goals, developing a well-rounded ministry supportive of our church's Vision, Mission Statement and Pathway, while together building relationships with parents and volunteers
2. Oversee the Grow Group Experience on Sunday morning: Recruit, schedule and equip volunteers to fill grow group leader and assistant positions. Prepare and track paperwork for volunteers (application and background check). Providing consistent and effective communication with Volunteers. Oversee the communication of and distribution of curriculum.

3. Curriculum: oversee the communication and distribution of curriculum to volunteers. This includes overseeing the stocking of classrooms and resource room for the grow group leaders, as well as, providing and distributing resources to parents
4. Caring for Elementary Volunteers: appreciation and pastoral care of volunteers
5. Participate in planning events to enhance elementary ministry on Sunday morning to coincide with holidays (Christmas, Easter, Kick-off Sunday)
6. Planning Children's Ministry Events: Assisting in management and planning of all Kid's Ministry Events (ex: VBS, FX, Invasion Sunday).
7. Oversee Special Classes for Elementary: Finding Volunteers to lead specialized classes. Examples Membership classes, baptism classes
8. Oversee communication with parents: Continue regular communication with parents with the purpose of creating a "parent supportive" environment for the families attending our ministries.
9. Assist in maintaining elementary portion of website and Social Media accounts.
10. Other duties as assigned by the Next Gen pastor, Executive Director, or Lead Pastor.

Theological Expectations

- Conservative theological views
- In complete agreement with Baptist Faith and Message
- Alignment with Jersey Baptist Church vision