



GRACE CHURCH JOB DESCRIPTION

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| Title: | POWER Kids Elementary Coordinator |
| Campus / Job Location: | Bath Campus, Montrose |
| Time Commitment: | 10 Hours Per Week |
| Classification: | Part-Time Salary, Ministerial |
| Reports to: | Josiah Shank, POWER Kids Manager |

Position Overview

The POWER Kids Elementary Coordinator serves to support the Children's Ministry of Grace Church, Bath Campus, by assisting the POWER Kids Manager.

Essential Job Functions

Support the POWER Kids Ministry in such a way that honors God and provides safe, loving, and spiritually nurturing environment for children 1st-5th grade.

- Oversee the POWER Kids at the Sunday Montrose Location by:
 - Recruit, train, and retain volunteers to ensure adequate staffing for POWER Kids Ministry for 1st-5th grade at the Montrose location.
 - Weekly contact with staff and volunteers to develop leadership, discuss issues, ensure adequate staffing by trained volunteers, etc.
 - Follow up with new families and families that haven't attended recently.
- Provide administrative support to POWER Kids Manager in the prep of weekend services and other POWER Kids events.
- Work with POWER Kids Manager for Children's Ministry events & vision as needed.
- Weekly meetings with Grace Staff and/or Children's Ministry Staff.



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General Requirements

- A committed and faithful attendee of the Grace Church campus of which you are employed.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Has a teachable spirit and servant’s heart (Philippians 2:1-11).
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always concerned about the spiritual welfare of others. (I John 5:14)
- Growing in faith as a believer in Christ (2 Peter 1:5-11). Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Is a good steward of the Lord’s money; uses time and resources wisely with the giver’s sacrifice in mind (2 Corinthians 8).
- Will serve teammates and the whole of Grace Church sacrificially as part of one united team, serving together.
- Handles confidential matters and material with integrity and an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; willing to learn in-house management systems.

Have you read the Job Description? _____

Do you understand the Job Description? _____

Can you perform the essential functions of the Job Description with or without reasonable accommodation? _____

I have read, understand, and agree with Grace Church’s Statement of Faith. _____

I understand this is not an official offer of employment. The formal offer of employment will be extended when a Compensation Agreement is presented and signed. _____

Print Name

Signature

Date