

Faithbridge Church

Position Description

Position Assignment:

- **Title:** First and Second Grade Coordinator
- **Recruited By:** Kids Ministry Elementary Director
- **Staff Grade:** Part-time (25 hrs/wk), Non-exempt
- **Accountability:** Reports to Kids Ministry Elementary Director
- **Ministry:** Kids Ministry

Summary of Position:

The Elementary First and Second Coordinator is responsible for all areas of ministry offered to first and second grade students at Faithbridge, including Sunday morning large and small group programming. The total first and second grade environment, including sets, décor, and activity stations, is managed by the First and Second Grade Coordinator. This coordinator will also plan large and small group for the Kindergarten environment. This coordinator plans large group only for elementary non-Klein campuses.

Purpose:

To provide a high quality environment and programming which helps first and second grade kids discover who God is and what it means to follow Jesus. Serve as classroom coordinator for large and small group instruction, and lead the small group shepherds as they lead the kids by providing instruction and encouragement. In doing so the mission and vision of the Faithbridge Kids Ministry can be carried out at all times.

Duties and Responsibilities:

1. Plan and prepare weekly large group lesson, using curriculum provided as a guide, but planning and adapting to make appropriate for first and second grade and Kindergarten.
2. Plan and prepare weekly small group activities for first/second and Kindergarten, using volunteer and staff resources.
3. Help recruit new servers and walk them through the credentialing process, including discovery meetings and explanation of other requirements for First/Second grade.

4. Recruit, lead, and support shepherd coaches, who will help lead shepherds and kids on Sunday mornings in First/Second grade.
5. Schedule and communicate with shepherds on a consistent, weekly basis. Provide shepherds with weekly activities and encouragement.
6. Submit Keynote presentation materials to Operations Coordinator ten days prior to Sunday needed.
7. Teach first and second grade, or schedule large group teachers to teach large group.
8. Monitor time schedule to insure optimum time for large and small groups.
9. Encourage and support small group leaders during small group time.
10. Develop vision for large group stage sets. Communicate needs for props and small group materials to Resource Coordinator at least three weeks prior to due date.
11. Set up large group materials and stage weekly.
12. Make sure that first and second grade setting is re-set prior to leaving on Sunday, including the game room.
13. Set up and maintain all aspects of the first and second grade room, kindergarten room, and game room, including all supplies, decorations, and activity stations. Make sure that all materials are clean, in good condition, and re-stocked as necessary (including markers, etc.) with the help of the Resource Coordinator.
14. Welcome, celebrate, and encourage kids through written notes (birthday cards, four-weeks missed cards, encouragement cards.)
15. Participate in church-wide kids ministry activities including Vacation Bible School, Fall Festival, Maundy Thursday, Believer Baptisms, Infant Baptisms, Family Ministry events, and Christmas Eve as well as others that may be added in the future.
16. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

Organization Relationship:

This position shall be directly accountable to the Kids Elementary Director or his/her designee and through the Kids Elementary Director to the Kids Ministry Director and to Senior Pastor. This position will have contact with church attendees, volunteers, and with paid staff.

Working Conditions:

Position is approximately 25 hours per week. Work may be done off-campus for scheduling and preparation, and on-campus during Sunday service times or when events take place.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of teaching, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name