



## **JOB DESCRIPTION**

### **Elementary Coordinator - Henderson Campus**

Henderson Kids' Ministry Team

Regional Campuses

Reports To: Henderson Kids' Ministry, Elementary Pastor  
Category of Employment: Support Staff; Regular, **Full-time**  
Payroll Status: Hourly; **Nonexempt**  
Hours: Flex Schedule with Regular Office Hours,  
**40 hours per week**

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Position Summary**

To further the mission of the Church by effectively serving with and assisting the pastors in the Henderson Kids' Ministry with large groups.

### **Minimum Qualifications**

1. **Experience:** Minimum of two years vocational or volunteer service in children's ministry preferred.
2. **Education:** Specific vocational training in field or a bachelor's degree from an accredited college or university preferred.
3. **Knowledge, skills, and gifts:** Character and ability to maintain and protect confidentiality of private information. Must demonstrate good written and verbal communication skills. Must have multi-tasking abilities, and strong organizational skills. Must have a friendly demeanor and interact well with colleagues, volunteers, and leaders. Must be comfortable and adept at recruiting, training, and directing volunteers. Must have a strong heart for children's ministry, and be passionate about discipleship of children thru small groups. Computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel Publisher and PowerPoint. Must have strong typing skills.

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or willing to become a member at the beginning of employment.

**Duties and Responsibilities**

1. Specific ministry duties and responsibilities:
  - Assist the Henderson Elementary Pastor in the oversight and coaching of Elementary volunteers.
  - **Assist** in helping with oversight and coaching of Small Group Leaders, Extreme Leaders and Sheriffs)
  - Recruit, train, empower and appreciate Elementary volunteers.
  - **Assist Elementary Pastor in** recruiting, training, empowering and appreciating elementary volunteers (large group, small group, and admin).
  - Next Level leadership conference, evangelism goals and volunteer appreciation.
  - **Assist in maintaining oversight of the DropZone spaces and equipment.**
  - Provide leadership, encouragement, support, training and affirmation for the children, families and volunteers of the Elementary Ministry.
  - Maintain Elementary Planning Center (scheduling emails, uploading lessons and media.)  
Assist in set-up for services
  - Teach when necessary in small group/ large group environments.
  - Adhere to department budget.
2. General staff responsibilities:
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
3. Any additional duties as assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

**Employee Acknowledgement**

This will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description indicates the general nature of the duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved: \_\_\_\_\_ DLM (HR Initials) \_\_\_\_\_ (DH Initials)

*Reformatted 03/09/17  
Revised 5/7/19*