

POSITION DESCRIPTION

Under the direction of the Pastor to Children and Families, the Elementary Ministry Coordinator furthers the vision of Santa Barbara Community Church by providing primary oversight of SB Community's Sunday ministries to 1st-4th grade children. The Elementary Ministry Coordinator is responsible for the oversight and implementation of their area of the children's ministry, including but not limited to: Sunday morning programming; recruiting, developing, scheduling, and retaining leaders; occasional teaching and/or leading Sunday programming; connecting with families; other clerical duties related to the role as needed.

QUALIFICATIONS

- Commitment to Christ as Savior and a life of worship and faithfulness
- Agreement with SBCC vision, statement of faith, core values, and theological distinctives
- Demonstrated ability to articulate Biblical truth
- Willingness to co-labor with other members of the SBCC staff in a spirit of joy, humility, and curiosity for the advancement of SBCC vision and mission; teachable and open to feedback and accountability
- Strong organizational, planning skills
- Excellent communication skills, both verbal and written
- Has related experience
- BA or BS degree required

RESPONSIBILITIES

Sunday Program Oversight

- Provide primary oversight of the Elementary Ministry program at SBCC's Sunday services
- Work throughout week to prepare all aspects of Sunday program
- Recruit all necessary leaders (story tellers, small group, worship, aides) and properly equip them for their Sunday role
- Prepare lessons and small group plans
- Gather necessary materials for all aspects of Sunday Elementary Ministry
- Serve as primary point of contact for new or visiting families with elementary-aged children
- Follow up Sundays with necessary administrative work
- Follow up with leaders from previous week for feedback and support
- Add new information to Community Connect and follow up with visitors from previous week
- Ensure proper restorage of Children's Ministry equipment and supplies and facilitate replacement and resupply as needed
- Work alongside Pastor to Children and Families to select curriculum for implementation in Elementary Ministry
- Edit and update selected curriculum as needed to fit our context and philosophy

Partnering With Leaders and Parents

- Maintain regular contact with Children's Ministry leaders for encouragement, accountability, equipping, and feedback
- Maintain regular contact with parents of Elementary-aged children for pastoral engagement, encouragement, and resourcing

Retreat Partnership

- Recruit and train a Kid's Retreat leadership team
- Assist Kid's Retreat leadership team, as needed, to recruit storytellers and worship leaders, order and prepare supplies

Other Duties

- Participate as active member of SBCC staff including attending weekly Tuesday staff meetings
- Actively participate in life of SBCC including Sunday services, church retreats, homegroup membership, etc
- Participate in general Children's Ministry team including weekly team meetings and more

Accountable to: Pastor to Children and Families

HOURS AND SALARY

Up to 25 hours per week
\$22-\$27 per hour

FOR MORE INFORMATION

If interested in applying please submit resume and cover letter to Karen McLean, Executive Pastor, karen@sbcommunity.org.