

## JOB DESCRIPTION



**Date:** 07/27/10  
**Position/Title:** **Elementary Groups & Special Events Director**  
**Reports To:** Director, Children's Ministry  
**Supervises:** Elementary Ministry Partners.  
**Employment Status:** Full time  
**FLSA Status:** Exempt  
**Hourly Requirements:** 40 +  
**Employment Relationship:** At Will Employment

### **Position Summary:**

Develop small group curriculum for 1-6<sup>th</sup> grade and oversee the ministry partners in those areas; responsible for the organization and development of special events and other kid::life programs.

### **Position Responsibilities:**

- Development of growth group curriculum for 321... (1-3<sup>rd</sup> grade) & 4-56 (4<sup>th</sup>-6<sup>th</sup> grade)
- Develop and schedule growth group volunteers
- Insure growth group leaders have the supplies they need each week
- Provide leadership on Sunday morning
- Coordinate Special events
- Oversee choir, band and tech team
- Oversee Special needs ministry
- Assist with other kid::life programs as needed

### **Position Requirements:**

#### **Fundamental Qualifications:**

- A surrendered, passionate, growing relationship with Christ
- A clear call to Children's ministry.
- Excellent relational and communication skills with adults and children
- Highly motivated, relational, creative, innovative style of ministry with a desire to work in a non-traditional church setting.
- Excellent organizational skills, ability to identify, recruit and train ministry partners.
- Passion for helping children and ministry partners to become followers of Christ
- A life long learner who engages in personal development through reading, educational opportunities, and networking experiences for the purpose of personal and church ministry.

- **Education:**
  - Degree in children’s ministry or related field of study.

- **Physical Demands & Negotiated Accommodations:**

<u>ACTIVITY</u>	<u>REQUIREMENT</u>
Sitting:	Frequently
Standing:	Frequently
Walking:	Required frequently
Bending:	Occasionally
Climbing:	Not required
Reaching:	Required occasionally
Pushing/Pulling:	Required frequently
Lifting:	Not required
Carrying:	Not required
Balancing:	Infrequently
Rotation/Twisting:	Infrequently
Hand/Wrist Motion:	Required frequently
Sight:	Continuously
Hearing:	Continuously
Speaking:	Frequently

**Position Expectations:**

LWCC expects all employees to work in accordance with the standards set forth in the LWCC Staff Handbook, and LWCC retains the sole right to exercise all managerial functions set forth therein.