



# Ministry Profile

## MINISTRY

Children

## TITLE

Director of Elementary Ministries

.4 FTE

## KEY RESPONSIBILITIES

- **Lighthouse Ministry:** Ensures that programs for grades 1-6 are safe, well-equipped, warm, clean, well-staffed learning environments. Ensure that an effective, biblically-sound curriculum will be taught, and that teachers and helpers will receive suitable training and encouragement. Will also run monthly lessons focused on different areas of spiritual formation.
- **GEMS and Cadets:** Oversees the ministries of GEMS and Cadets by providing encouragement and being available as a resource for leaders and helpers. Ensures that an effective, biblically-sound curriculum will be taught, and that teachers and helpers will receive suitable training.
- **Summer Outreach:** Oversees the summer outreach programs for community children in grades 1-6. Oversees and provides encouragement for the children's Summer Intern.
- **Ministry Partners:** Oversees the development of elementary children into leadership positions of mentorship within the church.
- **Family Ministry:** In conjunction with the Director of Early childhood Ministries, oversee the development of family programming, including special events for families and special training sessions for parents. This includes Communion Class and Take It Home Classes.
- **Additional Responsibilities/Requirements**
- **Recruitment:** Recruits and trains volunteers who are suited for children's leadership.
- **Abuse Prevention Policy:** Ensures that Bethel's Abuse Prevention Policy is adhered to in all areas of children's ministries.
- **Communication:** Effectively communicates with the Lead Pastor, Children's Ministry Leaders, Bethel Staff Team, the church family and others as needed to maximize the effectiveness of the children's ministry.
- **Finances:** Annually submit a proposed Elementary Ministry Budget, operate within the final approved Budget, and manage finances within the Budget in a transparent manner.
- **Leadership:** Leads and motivates volunteers by creating a supportive environment that fosters trust and teamwork and provides input into the development of strategic plans and develops operational plans.

## QUALIFICATIONS

- Emotionally healthy, spiritually mature and practices the spiritual disciplines
- A heart for God displayed in everyday life
- Has a college or university degree or diploma in the area of child development or related area/experience
- Is responsible for their professional growth in becoming a competent leader.
- Has some formal biblical or theological training
- Competent computer (MSWord, MExcel, etc.), organizational and administrative skills
- Joy and enthusiasm in serving
- Attends Bethel Community Church

## TIME COMMITMENT

- 16 hours per week (2 days and every second weekend)

## SPIRITUAL GIFTS

- Administration
- Creativity

## PERSONAL STYLE

- People/Structured

## PASSION FOR

- Spiritual formation of children
- Serving

## COMPENSATION

In accordance with Bethel's salary and benefits grid which is based upon education, hours of work, years of service and performance

## ACCOUNTABLE TO

- Lead Pastor - directly

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