

Elementary Director Job Description

Revised June 2019

Big Picture

1. Champion the vision for children's ministry
2. Lead a network of multiplying leaders in support of that vision
3. Recruit people to join the mission
4. Oversee elementary ministry at Kenosha campus

Close-Up

Vision

1. Implement the vision of Journey Church and the NextGen pastor throughout elementary ministry
2. Champion and communicate an inspiring and innovative vision for Journey Kids to parents and volunteers

Leadership

1. Recruit, train, and **develop leaders** – team leads and interns
2. Equip, **motivate**, and evaluate elementary volunteers
3. Promote a **team-based culture** of trust, conflict resolution, commitment, accountability, and achievement
4. Provide constructive **feedback** to volunteers – teaching, room management, etc. (weekly)
5. Develop **teaching team** with children's pastor
6. Develop **child leadership** through SERVE teams and coaches – singing, drama, tech, art, worship leading
7. Develop **student leaders** through team leads

Recruiting

1. Execute **volunteer acquisition and assimilation** process
2. Execute promotional and relational campaigns to inspire recruitment amongst staff, volunteers, parents, and the church at large
3. Maintain or exceed adequate volunteer staffing for child safety, adult-to-child ratios, and future growth amongst elementary teams
4. Process elementary volunteer interests (arranging observations, updating Workflow, contacting references)
5. Report all volunteer turnover to children's pastor

Oversight

1. Oversee elementary volunteer leadership – team leads
2. Oversee 5 teams of volunteers – weekend and Lifegroup teams
3. Direct the elementary weekend services (passionate worship), including a 4th/5th grade service
4. Direct the elementary Lifegroup ministry (authentic community)

Events

1. Promote all elementary events (Facebook volunteer group, Journey Kids website - 6 months in advance)
2. Manage Spencer Lake Summer Camp
3. Manage Friends Nights, Glow Night, Movie Night, and Revival Night
4. Manage Milestones: The Bridge
5. Manage 5th grade transition process to Journey Youth
6. Co-manage volunteer events with Early Childhood Director, including Christmas party, fall training, summer appreciation, and spring inspiration
7. Design and manage pre-school friendly serving projects for Week of Serving

Production

1. Write or edit **large group material** at least 1 week in advance (3x/month)
2. Prepare breakout, Lifegroup, and large group materials (printing, multi-site uploading on Basecamp, creating media, assembling props)*
3. Create **service agendas** via Planning Center Online
4. Set up ProPresenter for tech team on weekend services*
5. Write Journey Kids' **study guide** for adult program*
6. Plan sequence of worship songs 1 month in advance and communicate to all campuses (monthly)
7. Create schedule of Kids' SERVE teams (monthly)*
8. Delegate production of "Tell Your Story" videos (monthly)*
9. Create volunteer training videos with children's pastor (as needed)
10. Participate in "Good to Go" video production as a speaker (3x/year)

Meetings

1. Meet with children's pastor (weekly)
2. Meet with elementary director and children's pastor for weekend review (weekly)
3. Meet with children's ministry team (weekly)
4. Meet with Elementary team leads (monthly)
5. Meet with a volunteer for lunch/motivation (monthly)
6. Meet with a JMC student or young adult for lunch/mentoring (monthly)
7. Meet with a mentor outside of Journey Church (monthly)

Weekend & Mid-Week Services

1. Be present 1 hour before and 30 minutes after service
2. Ensure the set up of weekend services*
3. Direct weekend services through the team leads
4. Be present for 2 of the 3 weekend services
5. Manage communication team to oversee large group teaching*
6. Oversee practice with singing team*
7. Oversee upkeep of game room*
8. Oversee upkeep of storage areas with early childhood director*

Missions

1. Manage Kingdom Builder campaigns planned with children's pastor
2. Coordinate monthly missions training with volunteer champion*

General

1. Model supportive and visionary servant-leadership with the rest of the family ministry teams
2. Steward the elementary **budget**, as determined by the children's pastor
3. Support **multi-site** ministry by coaching and training campus leadership as needed

* = opportunity to delegate to volunteer leadership

Next Level

1. Promote Faith at Home with additional connection and communication for parents (monthly)
2. Produce online version of weekend service
3. Design an Open House around promotion weekend for parents
4. Create video for parents about the Big Idea (monthly)
5. Design a family worship experience or other inter-generational experience for casting vision with parents