

**St. Mark's United Methodist Church  
Mount Joy, Pennsylvania**

**ELEMENTARY TEAM LEADER**

The Elementary Team Leader will participate in the overall staff team emphasis of discipleship and disciple-making with particular emphasis given to: assuring high quality ministry experiences for all children in kindergarten through grade 5 (including grade 6, beginning Fall 2012) and their families who come to St. Mark's on Sunday mornings and for special church services and programs in coordination with Children's Ministries; providing spiritual leadership for the families of these children; visioning, developing, and implementing a program that encourages the spiritual development of elementary school-aged children; and developing, overseeing, and enhancing a team-approach to ministry through working with volunteers.

<b>Ministry Area</b>	Children's Ministry
<b>Accountable To:</b>	Pastor of Discipleship
<b>Ministry Target</b>	Elementary school-aged children and their families; volunteer staff working with this age group.
<b>Position is:</b>	Paid staff, Part-time, 12-15 hours/week (Exempt)
<b>Position Credentials</b>	AA or BS Degree in Elementary Education or Children's Ministry preferred Experience working with elementary school-aged children Pediatric First Aid and CPR Certification Comply with Background Checks and St. Mark's Safe Sanctuaries Policy
<b>Spiritual Gifts &amp; Skills:</b>	<ul style="list-style-type: none"> <li>• Able to model Christ's love to children</li> <li>• Able to work with a large team of volunteers</li> </ul>
<b>Important Personality Traits</b>	<ul style="list-style-type: none"> <li>• Compassionate • Values children • Mature • Positive</li> <li>• "Can-do" attitude • Sense of humor • High integrity • Confidentiality</li> </ul>
<b>Passion for:</b>	Encouraging children begin an early journey of Christian faith and sharing the life of Jesus with them; Equipping volunteers to serve in ministry and share their faith with children
<b>Length of Service Commitment</b>	Two years minimum

**ANTICIPATED TIME COMMITMENTS**

- **Doing ministry/preparing for ministry:** Preparing for yearlong Sunday mornings and special church services and programs by checking facility, planning challenging and enjoyable experiences for children that promote the development of a personal relationship with Christ, and scheduling and equipping volunteers
- Directly involved with school-aged children, and their families, and volunteers serving these children; Serving on Sunday mornings a minimum of 46 weeks during the year
- **Participating in meetings/training:** Monthly Elementary Lead Team meetings, Meeting with Sunshine Alley Elementary volunteers quarterly; Meeting regularly with Pastor of Discipleship, Shepherd's Flock Director, and Early Childhood Team Leader; training and continuing education in the areas of childhood development and/or spiritual development of children
- **Connecting with families:** Communicating with families through phone calls, e-mails, and visits, following up on visiting families, and supporting families with specific needs

## **LEADERSHIP REQUIREMENTS**

- Must recognize the value of children's ministry experiences as part of our church's larger ministry context and realize that it is our responsibility to create a welcoming, safe and pleasant environment.
- Must be committed to making the most of every opportunity to share with children that God loves them.
- Must be willing to serve as a leader of leaders, equipping others to implement ministry mission and vision
- Must be a Christian, passionately seeking to develop own personal relationship with Jesus Christ.
- Must demonstrate evidence of Christ-like attitude in words and actions
- Must be self-starting, able to work independently, and able to lead and guide a team of volunteers
- Must be supportive of other church staff and volunteers
- Must be able to support and work within the mission, vision, values and focus of St. Mark's United Methodist Church as well as within the doctrinal standards of the United Methodist Church.
- Must be fluent in the English language, both verbal and written.
- Must have strong reasoning and problem solving abilities.
- Must demonstrate positive, interactive participation within the staff team that models mutual respect, accountability, and the free expression of your God-given spiritual gifts for the benefit of the team and the church.

## **PHYSICAL REQUIREMENTS**

- Coordinator must be able to meet the physical demands of working with children. Physical demands that must be met to successfully perform the essential functions of the job, include, but are not limited to frequently standing, walking, sitting, use of hands and fingers to perform ornate details, reaching, stooping, kneeling, crouching, talking and hearing.
- The employee must frequently lift, carry and/or move up to 30 pounds.

## **GENERAL RESPONSIBILITIES & DUTIES**

- Recruit, shepherd, disciple, mentor, coach, and equip all elementary volunteers for both Sunday services and special services and programs.
- Regularly evaluate our elementary ministry so as to keep it aligned with St. Mark's mission, vision, and values.
- Use your other God-given spiritual gifts in so much as they enhance the overall ministry and mission of the church in order to deepen and enrich the worship experience of children and youth.
- Pray for other staff members, volunteer workers, members and the church as a whole.

## **AREA-SPECIFIC RESPONSIBILITIES & DUTIES**

- Think and plan creatively regarding programming for elementary school-aged children
- Maintain a safe, healthy, and stimulating environment for children
- Work with Pastor of Discipleship and Elementary Team to develop and implement policies, including those related to St. Mark's Safe Sanctuaries Policies.
- Work with the Elementary Team to choose and prepare curriculum for each grade level.
- Maintain an adequate inventory of supplies, i.e. snacks, drinks, diapers, wipes, etc. and ensure that the early childhood classrooms are well stocked at all times (or equip a volunteer staff member to maintain supplies)
- Routinely inspect equipment and toys, recommending the removal and replacement of items as necessary.

- Recruit, train, schedule and lead the elementary volunteers, keeping a current list of volunteers, with contact information and Safe Sanctuary compliance information, as a group in Church Community Builder program (CCB)
- Meet regularly with volunteers to address concerns, answer questions, and keep them current with happenings that affect their ministry
- Keep ongoing record of attendance, both of workers and children, and relay that information to St. Mark's Administrative Assistant and Pastor of Discipleship. Follow up as necessary
- Prepare name badges, labels, and signs for the early childhood classrooms
- Work with the Early Childhood Team Leader to coordinate child care for special events and meetings
- Complete incident reports when needed, and follow-up with Pastor of Discipleship and parents of children involved.
- Build relationships with families, including providing a personal contact (phone or visit) with each family annually and care for families through hospital visits and appropriate follow-up communications
- Maintain a strategy for reaching and assimilating new children and families.
- Attend monthly Elementary Team Meetings and meetings with Pastor of Discipleship and Shepherd's Flock Director
- Provide recommendations for budget and expenditures for the Elementary Ministry
- Work with the Elementary Team and other Discipleship Team Leaders to prepare and submit and annual budget for approval
- Research and implement needs and trends in childhood development and education.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**With the above signature, I agree to the terms and descriptions of this position as described above.**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**Adopted SPR – 11/15/11**