



# Pine Hills Kids

## Elementary Coordinator

### **Purpose of Position**

This Elementary KidMin leadership role offers a fulfilling yet challenging role to assist in leading the team responsible for everything Pine Hills does for children (Kindergarten through 5th grade) and their families. Creative methods to care for and build children up in their relationship with Jesus will be used.

You will assume the responsibilities related to the mission of Pine Hills Kids: **BRING** kids into a saving relationship with Jesus. **BUILD** up families in their faith and gifting. **SEND** Students and leaders into the world owning their faith.

This role will require you to understand the heart of Pine Hills mission and how Kids Min relates to the ministry as a whole. This is an opportunity to develop personally, spiritually and professionally. This role will stretch your ability to recruit and develop leaders, run an effective Elementary ministry, set and accomplish goals, and create a culture where others can live out their unique, God-given calling.

### **Main Areas of Responsibility**

- Develop ministry teams through recruiting, building, and sending empowered ministry partners into every area of KidMin.
- Lead Elementary Ministry including: assisting in the planning and execution of elementary programming, scheduling Elementary Ministry Partners, equipping and empowering ministry partners, coordinating and communicating with Key Leaders, assisting in set up and tear down each weekend, and leading one Sunday morning service a week.
- Assist KidMin Pastor as needed, including: communication, administrative assistance, and planning for KidMin.
- Family Events coordinating: Help assist the KidMin Pastor and Early Childhood Director in coordinating Ministry Partners and details for family events.
- Must be able to meet these set expectations.
  - A. 10 hours in the office, plus 5 hours for Sunday services.
  - B. Set consistent office hours on two consistent work days Mon.-Thurs
  - C. Be a consistent presence on Sunday mornings (miss no more than 5 Sundays a year)
  - D. Be involved in the planning and execution of key events (more hours allotted for this)
  - E. Bi-weekly KidMin Staff meeting with a Bi-weekly one-on-one meeting with KidMin Pastor

### **Scope & Qualities**

- Reports to Executive Pastor & KidMin Pastor.
- Stay current in all Kids Min events and activities.
- Balance personal life and ministry role.
- Foster intimacy with Jesus through the Word of God, the Spirit of God, the people of God.
- Personally live out Pine Hills Church bring, build, send mission.
- Positive qualities to possess- Self Driven, teachable, team player, detail oriented, relational

**“Our aim is to make Pine Hills Kids the best hour of every child's week!”**

We seek to accomplish this by pointing kids to Jesus through:

Transformational Worship  
Interactive Learning  
Applicable Teaching  
Authentic Relationships  
Servant Leadership