

Position Overview: Elementary Ministry Coordinator

1. Position Purpose:

The Elementary Ministry coordinator will help to ensure that our ministry to Upper & Lower Elementary children (K through 5th grade) continues to be a welcoming, enriching and learning space for children and their families. The Elementary ministry coordinator will provide direct oversight, coordination to ensure the proper and smooth functioning of the behind the scenes aspects of all our Elementary ministry at Rainier Avenue Church. The Elementary ministry coordinator will also assist in oversight of the recruitment, training and supervision of competent volunteer leaders to care for and teach the children of Rainier Avenue Church.

1. Qualifications:

2. Christian maturity and a continued nurture of a personal relationship with Jesus.
3. Commitment to quality work with regard to children's ministry.
4. Experience in working cross culturally.
5. Proven organizational skills and ability to manage people.
6. Must demonstrate spiritual and emotional maturity.
7. Commitment to working knowledge and application of RAC's mission and ministry strategy.
8. Sensitivity to the needs of others and an ability to listen well.
9. Exhibit excellent interpersonal relational skills while maintaining and protecting confidentiality.

1. Organizational Relationships:

2. Will directly report to the Family Life Pastor.
3. Will maintain a working relationship with staff, members of RAC and volunteers.
4. Maintain relationships with both lower Elementary ministry and upper Elementary ministry teachers and teacher assistants/helpers.
5. The Upper Elementary group meets as a separate 3rd-5th grade group and the Lower Elementary group meets as a separate K-2nd grade group.
6. Maintain midweek contact with elementary children (Eg. Glad you came, birthday, get well, missed you cards, etc.)

1. Responsibilities:

Administrative

1. Provide lessons to both upper and lower elementary lead teachers in advance of their scheduled Sunday to teach. These materials are currently purchased from a publishing company.
 - Provide virtual Sunday school children's material to parents during the week
2. Coordinate volunteers
 - Send out monthly teacher assistants/volunteers schedule
 - Send out weekly reminders to teacher assistants/helpers/volunteers via Church Community Builder (CCB), RAC's online database
 - Respond to last minute volunteer changes
 - Respond to volunteer needs via email/phone in a timely manner
3. Record, track and update all necessary information in CCB (including attendance and demographic data). Including but not limited to:
 - Tracking weekly attendance
 - Updating class rosters and printing sign-in sheets

Ministry

1. Provide all needed resources for both Upper and Lower Elementary ministry teacher assistants/helpers.
2. Be prepared to teach if necessary when volunteers are not available to do so.
3. Lead teachers, assistant teachers and helpers' meetings for all Elementary ministry.
4. Recruit all teachers, assistant teachers and helpers for all Elementary classes.
5. Ensure all Elementary Children's rooms are opened, prepared and set up for weekend classes and events.
6. Organize Elementary children's events/activities for special all church events and special church services (e.g. Christmas Eve, Annual Meeting, Reunion, All-Church Retreat, etc.).
7. Maintain supply room, cleaning supplies in all Elementary ministry rooms.
8. Support families of children with special needs.
9. Delegate and direct the supervision of these areas as necessary.

1. Requirements
2. This ministry position will require at least 5 hours on Sunday mornings between 8am-1pm. For your spiritual health in this role and also to stay connected with the wider church, we expect that you attend one service.

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1. Participate as a Staff Member of Rainier Avenue Church

- Attend and participate in regular staff meeting every other week
 - Meet weekly with our Family Life Pastor to discuss strategy and implementation for ministry to children
 - Participate in planning and carrying out all-church events (All Church Retreat, Justice & Spirituality Conference/ Conversation)
4. Must be able to lift 20 lbs and carry up/down stairs, unassisted
 5. Must pass a background check.
 6. Knowledge of Microsoft Excel, Word, and use of email in order to manage ministry data

1. Specifics:

2. Pay will be for 20 hours per week, \$20/hr.
3. Vacation and sick time are available in accordance with approved policy after 90 day evaluation. No health insurance available at this time.
4. Schedule to be determined in agreement with our Family Life Pastor
5. Employment with Rainier Avenue Church is at will unless otherwise stated in a written agreement signed by the lead pastor or board chair. This means that either the church or the employee can terminate the employment at any time and for any reason, with or without notice.