

## Elementary Children's Director Position Description

**Title:** Elementary Children's Director  
**Position Status:** Part-time- 28-30 hours weekly  
**Reports To:** Children's Director  
**Supervises:** None

### Purpose

This position provides direct leadership and creative input for ministry to elementary school children (grades 1-5) on Sundays and during the week. This position will extend the mission of BPBC to our staff, members, and visitors of our church.

### Responsibilities

In fulfilling this job, the following responsibilities are anticipated:

#### Sunday Mornings

- Lead the Sunday elementary children's program during both worship hours
- Lead the large group teaching/presentation one or two hours
- Find and/or develop age-appropriate, Bible-based curriculum for Sunday classes and implement it effectively.
- Recruit, train, develop, and manage adult volunteers for all areas of children's ministry
- Communicate with volunteers the lessons and plan for Sunday morning

#### Summer Ministries

- Oversee the development of the VBS ministry team and the execution of the VBS program
- Serve as lead member of the Pine Cove Base Camp Planning Committee and act as the church liaison for Pine Cove

#### Children's Events

- Develop and execute periodic special events for children  
Example: Easter Egg Hunt, Christmas Event, Parent's Night Out
- Maintain regular communication with parents/volunteers about children's ministry happenings
- Schedule and manage an annual First Grade Bible Presentation
- Explore and facilitate additional ministries to children as needs and gifts arise within the body

#### Weekday Ministries

- As needed, be available for assignments beyond the elementary children's ministry including BELA assistance and Wednesday evening programs.

#### Administration/Staff Engagement/At-Large Ministry

- Administer all programs in accordance with BridgePoint's Policy Manual and Practice & Procedures Manual for Children's Ministry
- Organize, inventory and maintain the supply room for elementary children's ministry
- Attend weekly staff meetings and act as a team player with other staff members
- Support with flexibility and creative problem solving the ministry of BridgePoint Early Learning Academy especially regarding shared space

Perform other duties as assigned

**Requirements**

The person fulfilling this position must exhibit the following:

- A personal, overflowing walk with Jesus Christ
- A deep love for children and an ability to develop meaningful relationships with children
- The ability to lead/teach children and adults in large and small group settings
- A strong sense of responsibility that is exhibited by initiative, planning, and follow up
- Flexibility to adapt to growing ministry changes
- Discernment in selecting solid biblically-based curriculum
- The ability to understand how to creatively connect with kids
- The maturity and experience to recruit, develop, and empower volunteer staff
- Demonstrated maturity in dealing with positive and negative feedback from parents
- The ability to appropriately respond to disruptive or dangerous behavior by children
- A willingness to coach, encourage and address unsatisfactory performance of volunteers up to the point of dismissal if necessary
- Have experience with elementary age children, with experience in a formal elementary education program preferred
- Have an understanding of childhood development, with studies/training in elementary education highly desirable
- Be well read in the area of biblical perspectives on parenting
- Have computer skills that allow for use of standard office software and the internet
- A willingness to work collaboratively with other staff leaders in the pursuit of the mission of the church
- Be or become a member of BridgePoint Bible Church
- Pass a standard background check on an annual basis

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