



Job Title: Elementary Director
Reports To: Children's Pastor
Direct Reports: None
Effective Date: June 26, 2014

Summary

The Elementary Director is responsible for working alongside the Children's Pastor. Direct responsibilities will help advance the vision, development and oversight of all areas in Timberkid's weekend and mid-week Elementary Ministries through administration, leadership development, servant volunteer assimilation, teaching of Biblical truths, discipleship, and evangelistic outreach opportunities.

Spiritual Life

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family, including an ongoing accountability relationship.
- Ensure that Timberkids weekend and mid-week Elementary programs always maintain the centrality of Jesus by providing oversight of decisions pertaining to the content of all curriculums, programs, events and initiatives; and the character of all adults who interact within the program.
- Disciple, shepherd and mentor your volunteer leadership team, setting the standard for a consistent Christ-like character, properly aligned with Scripture.

Relational Leadership

- Promote healthy and appropriate relationships with children and their families
- Maintain an active and engaged team relationship with the Timberline Staff
- Demonstrate character-based leadership with both the paid and volunteer Timberkid's staff
- Personally attain and maintain strong relationships with parents and members of the Timberline family, and cultivate an environment of warm, welcoming, hospitable relationships in the ministry
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness

Leadership

- Understand current cultural demographic of families we serve and incorporate best practices to help shape ministry to kids and their families
- Attend weekly Timberkid's staff meetings
- Participate in annual Timberkids staff development
- Demonstrate effective leadership in time management while maintaining a healthy balance between people and task completion
- Possess a strong ability to manage volunteer leaders through delegation and appreciation

- Commit to growth and development through active learning both professionally and personally
- Fully understand the process of participation at Timberline Church through Process Queues

Recruit & Develop

- An aptitude for building and maintaining healthy leadership teams
- Recruit, train and develop volunteer leadership for Elementary ministry
- As we are called, participate in scaling children's ministries for the needs of future communities that we may serve
- Develop a Large Group Teaching Team to effectively tell the story and model worship that is inspiring and practical for Elementary students
- Develop efficient systems for classroom preparation, use, and cleanliness
- Develop and lead a band

Facilitate

- Consult with the Children's Pastor regarding Elementary Ministry budgetary needs
- Oversee the Elementary Ministry within Timberkids on weekends and mid-week Rangers/Girls Club programs.
- Participate in select, key Timberline Church family events
- Plan evangelistic & outreach events to reach children with the love of Jesus.
- Facilitate administrative processes as needed
- Drive regular appreciation initiatives within the weekend Elementary volunteer leadership

Program Care

- Ensure the safety and security of children in our care through the active engagement, verification and training of volunteer ministry and security staff
- Oversee all weekend and mid-week Elementary curriculum implementation physically, visually, relationally, and spiritually; with specific attention being paid to parent resourcing.
- Commit to excellence in maintaining and developing a positive learning environment

Description of duties:

- Oversee and lead all Department Heads of Kids Church / JOY Team/Rangers & Girls Clubs
- Manage over-all budgets of Kids Church / JOY Team/Rangers & Girls Clubs
- Lead consistent training/connection times for all Kids Church / JOY Team/Rangers & Girls Clubs Department Heads
- Expectations of Annual Events: Big events will not require direct participation by the Elementary Director but cooperation & structure support is necessary
- Be a speaker in weekend Kids Church services
- Oversee recruiting, mentoring, and development of Kids Church / JOY Team/Rangers & Girls Clubs Department Heads
- Provide consistent training and support for all servant volunteers Kids Church / JOY Team/Rangers & Girls Clubs

- Ensure that Kids Church / JOY Team/Rangers & Girls Clubs operates with organization and integrity
- Committed to vision, values, and beliefs of Timberkids Children's Ministries
- Shepherding
 - Conduct a minimum of 1 training and 1 fellowship session each year for Department Heads (2 of each per year is recommended)
 - Play an active role as a Committee member with Department Heads in order to plan 1 fellowship and 1 training event for all Kids Church / JOY Team/Rangers & Girls Clubs
 - Encouragement
- Comfort, Motivate and Rally Leaders so they can grow in Christ thru their volunteer works.

Responsible to:

The Children's Pastor and the leadership of Timberline Church through the guidelines of the ministry covenant.

Time requirements:

40 hrs. per week

Term of Commitment:

One year minimum – no maximum limit

Training and resources:

Initial training provided by the Children's Ministry team in the following:

- Timberline Church History – past to present.
- Timberline Values, Beliefs, and Peaks.
- Children's Ministry team structure, overview of CM ministries
- Church administrative policies, procedures, and forms
- Security and first aid procedures.
- Ongoing leadership training and updates provided by the Children's Ministries Pastor
- Weekly connection with the Children's Ministries Pastor
- Monthly connection with Kids Church / JOY Team/Rangers & Girls Clubs Departments heads

Qualifications and skills:

- Enjoys overseeing, leading, and guiding others.
- Passion for encouraging and shepherding a team of leaders.
- Love and Commitment to children.
- Completion of Summit 1 at first opportunity available. It is recommended that the Elementary Director complete the Summit Series by end of first year.
- Management Experience/Team Leadership Experience

Related Experience:

Strong organizational and time management skills

Benefits to the Director:

This is a paid position with great opportunity that allows development and nurturing of relationships with other leaders.

Challenge:

- To equip those individuals that you lead into their God given passions, talents and abilities for God's purpose.
- To appreciate and value all Children's Ministries volunteers.
- To assure Kids Church / JOY Team/Rangers & Girls Clubs services are well equipped and prepared, and the atmosphere is conducive for effective ministry to children.
- Be a positive role model for all leaders and children in the Elementary department.