

JOB DESCRIPTION: Elementary Ministry Associate
WORK STATUS: Full Time
REPORTS PRIMARILY TO: Director of Elementary Ministry

PRINCIPAL FUNCTION

Oversee two grade levels within the elementary ministry. Minister to children, collaborate with volunteers and staff, and provide administrative support to ensure a safe, engaging, and Christ-centered environment. Foster meaningful connections and create opportunities for kids to grow in their faith.

FUNCTIONAL REQUIREMENTS

1. Leadership of Two Elementary Grade Levels
 - a. Lead Sunday School for two grade levels.
 - b. Lead KSG for the grade levels.
 - c. Develop Bible lessons, worship, and small group lessons.
2. Volunteer Management
 - a. Train and support volunteers for Sunday and KSG.
 - b. Recruit new and parent volunteers.
 - c. Manage scheduling and rosters for volunteers.
 - d. Email lesson information to weekly volunteers.
3. Weekly Planning and Preparation
 - a. Plan and organize age-appropriate events and curriculum for Sunday morning and Wednesday KSG.
 - b. Create weekly presentations for Sunday morning classes.
 - c. Help set up classrooms.
 - d. Help prep crafts.
4. Children's Ministry Team Collaboration
 - a. Attend Weekly Elementary Ministry Staff Meetings.
5. Cooperate with other Ministries and Assist with Annual Events and Programs
 - a. Coordinate with other ministries and ministry leaders to best facilitate ministry as a body.
 - b. Help Plan and lead Family VBS.
 - c. Help plan and lead the Family Christmas Eve Service.
 - d. Assist with annual events and programs such as VBS and the 4th and 5th Grade Weekend.
6. Intentional Interaction and Relationships with the Families of Two Elementary Grade Levels
 - a. Proactively build relationships with children, families, and volunteers.
 - b. Proactively contact students and parents who are not involved.
 - c. Provide guidance and emotional support to parents and children.
 - d. Manage notifications about updates, changes, and events to parents.
 - e. Pray regularly for all the families and children in the Ministry.
7. Other
 - a. Remain in compliance with the Cedar Springs Employee Handbook and Staff Covenant.
 - b. Other related duties as assigned.

PHYSICAL REQUIREMENTS

Able to set up classrooms and move quickly with children.

Available to be on campus on Wednesday evenings and Sunday mornings.

QUALIFICATIONS

Bachelor's degree in Children's Ministry, Christian Education, Elementary Education, Family Ministry, Theology, or Biblical Studies, Child and Family Studies (or equivalent experience).

Minimum of 2 years of experience in children's ministry or teaching preferred.

Training in behavior management

Strong Christian faith and personal relationship with Jesus Christ.

Commitment to the mission and theology of the church.

Servant-hearted leadership and emotional maturity.

Loves working with children and understands child development.

Empathetic, patient, and collaborative team player.

Clear communicator and organized planner.

Creative and adaptable in ministry environments.

Teachable spirit and openness to feedback.

Interested candidates please contact Jonathan Bromhead at jonathanbromhead@cspc.net