



## FIRST BAPTIST CHURCH ALEXANDRIA

### **ELEMENTARY COORDINATOR POSITION DESCRIPTION**

Direct Supervisor: Pastor for Children

Date Prepared/Revised: January 2024

FLSA Class: Non-exempt

Status: Hourly, Part-time

#### **Position Summary:**

To serve as the coordinator for the Elementary Division and Special Needs Ministry of Kids' Connection, the Children's Ministry at First Baptist Church of Alexandria.

*"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" Matthew 19:14*

The Childcare Ministry Coordinator shall have a personal relationship with Jesus Christ, and a calling to ministry as evidenced by a daily walk with the Lord, and a passion for the advancement of the ministries of the church.

#### **Schedule:**

Sunday 8:30 AM – 12:30 PM

Maintain appropriate communication on a weekly basis.

Work a maximum of 20 hours a week from home or at FBCA, as needed.

#### **Responsibilities:**

- Support Children's Ministry Mission—to connect children to Christ and each other and to support parents in their roles as Christ-followers and mentors of their children.
- Coordinate recruiting, interviewing, and training teachers and other leaders in the Elementary and Special Needs Ministry.
- Coordinate appropriate weekly staffing in each Elementary and Special Connection classrooms as well as the Welcome Desk and Security Desk on Sunday mornings (Sunday School).

- Directly supervise Elementary and Special Connections' areas and Children's Lobby during Sunday School.
- Support planning and preparation for CentriKid Camp.
- Recruit and support VBS volunteers in elementary groups and rotations.
- Directly supervise elementary groups and rotations during VBS.
- Work with Pastor to Children to ensure the safety and security of children.
- Contact Elementary leaders directly at least once a month, or more often if needed, to support them spiritually and in their roles as leaders.
- Maintain organization of Elementary classrooms, common areas, and storage areas.
- Assist Pastor to Children in the review of policies and procedures.
- Serve as an active member of Kids' Connection Leadership Team, communicating and coordinating with other members of the team.
- Assist Pastor to Children in planning special events and activities for Elementary and Special Needs classrooms.

**Qualifications:**

- Growing relationship with Christ
- Teaching experience
- Paid or volunteer ministry experience
- Education Degree preferred

**Expectations:**

- Complete responsibilities as listed in a professional and collaborative manner.
- Follow all policies as stated in the support staff manual.
- Maintain active membership at First Baptist Church of Alexandria.