



Job Description

Title: Elementary Ministry Lead
Reports To: Next Gen Team Lead
FLSA Status: Exempt – Pastoral – Not Ordained
Prepared By: Titus Leger
Hours per week: 40
Personal Ministry Hours per week: 10

Ministry: North Children's
Classification Grade: P-4
Approved By: Human Resources
Approved Date: 09/12/2024

Essential Organizational Core Values

The **Elementary Ministry Lead** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The **Elementary Ministry Lead** is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Children Ministry Team and Real Life Staff Team:** The **Elementary Ministry Lead** has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as **North Campus Children's Team** objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

The **Elementary Ministry Lead** will coordinate, organize, lead, & supervise ministries for all children **Grades K-5th** and their parents. He or she will work closely with the Children's Team Lead in order to create and implement holistic, strategic Elementary programming, curriculum and events; he or she will build and support a highly dedicated team of Elementary volunteers, to minister to children **Grades K-5th** and their parents.

1. Ministry Function (60%)

- In concert with the vision and mission of Real Life Ministries, provide the **leadership** needed to collaboratively plan and deliver high quality ministry programming for Elementary age children within Real Life.
- Coordinate, supervise and/or lead weekly **programming** for all weekend services for Elementary age children.
- In collaboration with the Kids Team, **recruit**, train, schedule and support teams of volunteers to facilitate Elementary programming.
- Create creative strategies to connect and communicate with **parents** that support them in the discipleship of their child: (baptism class, partnerships with the Middle School ministry for moving students into their next season, etc).

- Help schedule and communicate about **Child Dedication** classes.
- Perform **administrative tasks** as driven by the overall church organization, such as budgeting, reports, weekly team meetings, security, volunteer training, parent communications, scheduling, etc.
 - Weekly Children's team meeting with North Campus Children's Ministry team (Trello)
 - All staff, North staff Tuesday meeting, and Kids all campus meeting once a month
- Plan, oversee and execute the North Campus **Easter** outreach event.
- Be a staff leader for **Kids Camp** by overseeing North check in, rosters, logistics, and everything else assigned to help summer camp be a safe, relational, fun, and biblical experience.
- Provide shepherding and **pastoral care** to families within your ministry alongside Groups Pastors and support staff.
- Be present at **all church services**, but each week take one service to not work (no radio) and simply be poured into.
- Regular **involvement** in the life of each individual ministry you oversee: attending and observing, leading and/or teaching, coaching volunteers through the environment.
- In partnership with the Kids Team, and Next Gen Team create ways to **bridge** into our community and bring in new families to our church.

2. Team Function (20%)

- The Children's Team is your "first team." Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- When another Team Member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.
- Be coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Must live out Real Life Ministries' Organizational Core Values on the Kid's Team.

3. Real Life Staff Involvement and Collaboration (10%)

- Work with our church congregation in a way that glorifies God through involvement in Weekend Services and a Life Group. Be a visible model for your team to follow in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships (i.e. - recovery, missions, benevolence, etc.).
- Values and abide to the expectations of being a member of the church found in our 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, Harvest Festival, Easter Egg Hunts, Sports & Outdoors parent nights, etc.).

4. Personal Ministry (10%)

- Responsible for having, and living out, a Personal Ministry Plan - called a Check In.
- Be an active part of a Life Group.
- Attend church service weekly.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on their team, including volunteers.
- Read requested books that pertain to Elementary Ministry and personal 360 assessments.
- Work with Congregation in a way that glorifies God.
- In weekend services - oversee volunteer participation (friendliness, recruiting, attendance).
- Be visible and a model for your volunteers to follow (friendliness, cooperation, availability).
- Represents Christ and the Church in the community in a Godly way.

Qualifications, Required Skills:

- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Language Skills: Ability to effectively present information and respond to questions from groups of church members, managers, clients, customers, and the general public.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Utilize Trello for task management, notes, team collaboration, projects, events, etc.
- Conflict resolution and crucial conversation skills

Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:

- Vision Casting: The expectation to communicate a compelling picture of where we are to where we are going that motivates people to buy-in to the process and take part in getting to the desired outcome.
- Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved.
- Delegating: The expectation to intentionally hand off leadership responsibilities as well as tasks in order to develop and empower people to accomplish a common goal.
- Consistent Communication Methods: The expectation to have regular and dependable communication in every direction (down to those you lead, up to those that lead you and to the side with peers and teammates) by consistent means (meetings, texts, emails, etc.).
- Team Collaboration: The expectation to have team members and ministries share ideas, knowledge and abilities in order to accomplish a common goal together as an individual ministry and the church as a whole. No silos.

Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Real Life Ministries, the following areas are required to effectively convey Real Life's message and carry out the mission of our church:

- Performing Real Life Ministries' Pastoral duties: Staff on Call, Hospital visits, shepherding those in their ministry.
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament: servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, this person must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date _____