



CROSSROADS CHURCH | JOB DESCRIPTION

Position Title:	Upper Elementary Coordinator (Mansfield Campus)
Department:	Family Ministry
Reports to:	Kids Ministry Director
Oversees:	Classroom, Curriculum, Parent Relations, and Volunteers for grades 3-6.
Hours:	Part time; 20 hours

Position Summary:

The Upper Elementary Coordinator oversees the ministry to children in grades 3rd-6th at the Mansfield Campus. This person should be able to thoughtfully plan and implement a Christ-centered church experience for children in the upper elementary classroom, get to know the parents and children at Crossroads, work to support families in their spiritual journeys, and actively point them toward Jesus and biblical truths.

Key Responsibilities:

- Plan and develop gospel centred Sunday morning upper elementary services.
- Oversee, disciple, and serve the upper elementary volunteer team. Foster an atmosphere for volunteers where serving is meaningful and rewarding.
- Actively recruit new volunteers.
- Actively work to get to know and disciple all children in the upper elementary ministry.
- Teach the two larger services on Sunday mornings. Support volunteers in teaching roles within the ministry.
- Lead or teach Wednesday night classes for elementary-aged children.
- Support and collaborate with other Crossroads Kids staff members.
- Support parents by providing biblical resources and encouragement, actively coming alongside them to disciple their children.
- Develop resources for parents and children to use at home.
- Write and develop children's ministry curriculum for Crossroads elementary-aged children.

Proficient In:

- Macbook Pro
- Gmail/Google Docs/Keynote
- Church Community Builder
- Metrics App
- Current Technology



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Qualifications:

- A growing personal relationship with Jesus Christ and alignment with the mission and values of Crossroads Church.
- Active membership and faithful attendance at Crossroads Church.
- Must love and serve Jesus Christ above all others, be mature in your Christian faith, and consider this position a call from God.
- Be committed to the ministry of Crossroads, maintaining a positive, team-player attitude.
- Be an encourager and motivator, caring and shepherding our children and their families, and team members serving in the Upper Elementary Ministry.
- Be self-driven – willing to be stretched and continually learning.

- Must be able to multi-task and be flexible.
- Have the ability to organize, delegate, recruit, train, listen and understand the needs of the upper elementary children and their families.
- Have strong leadership skills, able to work in a fast-paced environment and keep a calm appearance.
- Must have 5 C's – Chemistry, Calling, Character, Culture, Competency.
- Experience in elementary ministry preferred.
- Able to command a room & hold attention of children
- Strong classroom management skills
- Comfortable with developing and writing biblically-based lesson plans
- Friendly, warm and welcoming demeanor with kids and adults; able to build rapport easily