

Elementary Coordinator - Windmill

The Crossing, A Christian Church exists for people to discover Jesus and the Journey. That journey often begins for parents and kids when they step foot into one of our dynamic Kids Crossing environments. Our Elementary Coordinator works directly with our volunteers and the Kids Ministry Director to fulfill our Kids Crossing vision to “Make it Fun, Make it Safe and Make it Last.”

Vision:

- Leading out the Kids Crossing vision through the Windmill campus EM volunteer teams
- Establish the EM environment and experience at the Windmill campus to ensure the Kids Crossing vision
- Speak into planning/collaborate with Kids Ministry Director on EM special events

Volunteers:

- Disciple, recruit and build a volunteer team who will be able to carry out the Kids Crossing mission in their necessary capacity
- Cultivate a culture of small groups through recruiting, training, and resourcing leaders and coaches
- Send out weekly communication for all volunteers
- Interviewing/onboarding new volunteers who will be joining the EM ministry at the Windmill campus

Environments & Experiences:

- Edit small group and large group materials for EM ministry and/or oversee the volunteers who carry out this task
- Lead volunteers to execute Programming Coordinator's plans for monthly environment design
- Staff presence during weekend services in Kids Crossing with the expectation of your attendance in main auditorium for one service time

Culture Fit:

- A person who exhibits the character qualities in 1 Timothy 3 and Titus 1
- Theologically in agreement with the statement of faith and ministry philosophy of The Crossing
- A growing personal relationship with Christ
- A person who aligns with our staff and church values
- Has a passion for investing in the lives of church and unchurched kids and families
- Hungry, humble, and people smart

Leadership Fit:

- High energy and highly relational with elementary kids and volunteers
- A driven self-starter
- Able to recruit, train, and lead volunteers to support the ministry
- Strong organizational and planning skills
- A lifelong learner
- An experienced leader with time spent as a leader of leaders

Relational Fit:

- Has a personable and approachable personality, a “people” person
- Is personable and compatible with our pastoral & support staff

Reports to:

- Kid’s Ministry Director

Direct Reports:

- Administrative Assistant (part time staff)
- Service Coordinators
- Small Group Leaders
- Guest Services/Tech/Large Group volunteers

Job Qualifications

- Minimum Education: Bachelor’s Degree in a related field or equivalent experience with children and leadership required
- Minimum Experience: Three years in an equivalent Church setting or Non-profit
- Preferred Experience: Five years in a similar role, in an equivalent Church setting

Staff Commitments:

- Attend all Elementary Ministry meetings
- Attend weekly Department meetings and monthly All-Staff meetings
- Participate in quarterly staff Prayer Days
- Attend occasional “All Hands on Deck” staff events
- Attend any required conferences or seminars
- 40 Hour work week

Staff Values:

- Doing Ministry Together
 - Respect and respond to each other’s thinking wavelength
 - Invest in Relational skills
 - Begin with grace
 - Pursue cross departmental conversations and collaborations
 - Seek the greater win (The Crossing) over the personal win (my ministry)
- Live in the Tension
 - Between the need for change and the desire for consistency
 - Between being engaging in the present and planning for the future
 - Between creativity and structure
- Be Self Aware
 - Set healthy boundaries.
 - Be hungry to heal, learn and grow
 - Be solution focused
 - Passionately pursue my relationship with God