



Elementary Coordinator Full-Time Higher Ground Ministry Job Description

Title: Elementary Coordinator

Each church's ministry includes a commitment to Four Pillars:

1. Unapologetic Preaching: Preaching the authority of God's Word without apology. (2 Timothy. 4:2)
2. Unashamed Worship: Lifting high the name of Jesus Christ in worship. (John 4:24)
3. Unceasing Prayer: Believing firmly in the power of prayer. (Ephesians 6:18)
4. Unafraid Witness: Sharing the Good News of Jesus Christ with boldness. (Ephesians 6:19-20)

Position Objective: to work with the Children's Ministry Director to lead and develop life-giving and life-changing children's ministries at Harvest Bible Chapel of Peoria.

Commitment to the Vision of Harvest Bible Chapel Peoria:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Harvest
- Work for Christ by faithfully serving in the ministries of Harvest as makes sense based on age and life situation
- Witness of Christ by regularly being part of the outreach ministries of Harvest, and by personally sharing their faith with others.

Spiritual & Character Qualifications:

The Elementary Coordinator should:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Have a history of moral purity
- Be a self-starter with drive, passion and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Must be a member of Harvest Bible Chapel Peoria or become one as a part of the hiring process.

Professional Qualifications or skills:

- Enthusiasm for the doctrine, vision, philosophy of Harvest Children's Ministry
- Degree in Education or Early Childhood Education preferred
- Assist in recruiting volunteers and developing leaders
- Proficient at Microsoft Word, Excel, Pages
- Very detail oriented with the ability to multi-task.

Position description:

The responsibilities of the Elementary Coordinator are:

- Implement and Manage-Curriculum for Sunday Ministries SolidRock (1st-4th Grade)
- Implement and Manage-Curriculum for Midweek Ministries –AWANA (Sparks and TNT- 1st-4th grade)
- Distribute curriculum to all teaching volunteers via Planning Center (SolidRock)
- Prep for SolidRock curriculum including tech needs (slides and videos)
- Assist at VBS
- Help assist outreach events- Family Events such as Family Skate, Family Swim and Family Movies
- Assist in recruiting, retaining, and supporting volunteers
- Lead in equipping leaders in SolidRock Classrooms
- Help and assist in weekly assignments as needed to carry out Sunday and Wednesday ministries
- Oversee and coordinate various activities and classes on Sunday
- Help implement and maintain Higher Ground for Service U for ministry events
- Assist Care Ministry Packages to volunteers and children, including birthday cards, miss you cards.
- Assist in interviewing potential volunteers in Higher Ground and AWANA
- Organize and maintain classrooms for Higher Ground/AWANA in SolidRock ranges.

Administration Support

- Manage and assist Fellowship One (the database software) for Children’s Ministry
- Help coordinate office volunteers for children’s ministry purposes
- Assist in Managing of Planning Center (Volunteer Software).

Summary of Qualifications:

This person must be spiritually mature, have a heart for children, flexible, and able to multi-task in order to coordinate and support Children’s ministries at Harvest Bible Chapel. The Elementary Coordinator for Children’s Ministry will work under the leadership of the Director of Children’s Ministry.

Salary & Benefits:

- A competitive salary and benefits package commensurate with experience will be provided.
- Serious candidates should send a cover letter and resume to:

Kent Smith, Associate Pastor
 Harvest Bible Chapel of Peoria
 Attn: Early Childhood Coordinator Children’s Ministry Search
 401 Cimмерon Dr.
 East Peoria, IL 61611

Or email to: ksmith@harvestpeoria.org