



Elementary Coordinator 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 of Peoria or become one as a part of the hiring process.

Professional Qualifications or skills:

- Enthusiasm for the doctrine, vision, philosophy of Harvest Student Ministry
- Able to recruit volunteers and develop leaders
- Proficient at Microsoft Word, Excel, Pages
- Able to become proficient with the church database (Fellowship One)
- Very detail oriented with the ability to multi-task
- A Bachelor's Degree in Education or Early Childhood Education is preferred.

Position description:

The responsibilities of Elementary Coordinator involve the following:

- Implement and Manage-Curriculum for Sunday AM 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
- Assist 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
- Assist with birthday cards and miss you cards for children 1st – 4th grades
- Organize and maintain classrooms for Higher Ground/AWANA in SolidRock ranges

Summary of Qualifications:

This person must be spiritually mature, have a heart for children, and be flexible, and able to multi-task in order to carry out the many facets of children’s ministry at Harvest Bible Chapel Peoria. The Elementary Coordinator will work under the leadership of the Children’s Ministry Director and Family Pastor.

This role is an essential ministry function of Harvest Bible Chapel of Peoria, which is necessary for the fulfillment of the Great Commission and the ministries religious, charitable, and educational purpose as set forth in Article I of the Bylaws.

Salary and Benefits:

- This is a part-time salary position (Averaging 32 hours/week)
- 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: Elementary Coordinator
 401 Cimmeron Dr.
 East Peoria, IL 61611

Or email to: ksmith@harvestpeoria.org