



ELEMENTARY DISCIPLESHIP DIRECTOR

JOB DESCRIPTION

Part-time, non-exempt, 20 hours per week. Reports to the Director of Children's Discipleship.

Assist the Director of Children's Discipleship with the programming of the elementary ministry.

QUALIFICATIONS & REQUIREMENTS

- Agree with Providence Baptist Church's Statement of Faith
- Passionate about seeing the next generation know and love God and in agreement with the philosophy of children's and family discipleship ministries at Providence
- Consistently demonstrate positive, professional, flexible attitude
- Availability to work Sundays and flexibility for special events
- Able to have fun and collaborate well in a fast-paced team environment
- Ability to be resourceful and proactive when issues arise
- Ability to send and receive emails, record time worked using an online time management tool, and utilize various online tools such as Google Drive

RESPONSIBILITIES

- Plan, organize, and evaluate elementary programs for Sunday mornings and Sunday evenings
- Recruit, direct, oversee, and invest in a team of lay leaders and volunteers for Sunday mornings and Sunday evenings
- Staff one service hour plus transition times each Sunday morning, as well as the Sunday evening discipleship program by greeting leaders, assessing needs, monitoring hospitality team, addressing facility needs, and greeting families
- Work in conjunction with the Director of Children's Discipleship to create leadership tools and conduct leadership training of elementary leaders quarterly
- Assist family discipleship team in assessing and determining curriculum needs and discipleship focus for ministry programming and events
- Participate in all scheduled staff meetings
- Serve as the Elementary Staff Director for VBS by recruiting a team of lay leaders, attending kickoff and planning meetings, assigning classes, and being on site the week of VBS
- Assist with ministry-wide special events including, but not limited to, VBS, volunteer appreciation events, Fall Festival, Missions Festival, and Promotion Sunday
- Inspect elementary classrooms and common areas weekly for supplies and facility needs
- Collaborate with the prayer team to collect prayer cards from elementary children
- Help coordinate the purchase of equipment, supplies, and materials as needs arise
- Perform other duties as assigned

APPLY

Visit pray.org and fill out the application.