

Silver Creek Church // Elementary Coordinator

Reports To: Next Gen Pastor

Job Type: Part Time, Salaried

SCC Purpose:

Leading families to discover life in Jesus.

Position Overview:

The Elementary Coordinator will work with the Next Generation ministry team and leadership to lead elementary kids and their families to follow Jesus for a lifetime through events, discipleship programming, and relational ministry.

Qualifications:

- Is in a dynamic and growing relationship with Christ.
- Lives a life of integrity which flows from personal Gospel transformation.
- Has the ability to connect with people.
- Is passionate, caring, and has a genuine heart for church ministry.
- Professionally demonstrates efficiency, teamwork, teachability, flexibility, and a desire to be a life-long learner.
- Personally, demonstrates organization, self-motivation, creativity, administrative excellence, and leadership.

Relational & Strategic Leadership:

- Collaborates with Next Generation leadership to plan and execute ministry programs and events for K–5th grade.
- Builds and maintains relationships with families, volunteers, and children.
- Communicate effectively with leaders, staff, and ministry partners.
- Develops, trains, and schedules volunteer teams, empowering leaders to take ownership of key ministry areas.
- Builds a network of accountability to support personal and spiritual growth.
- Participates in required ministry meetings and fulfills assigned responsibilities.
- Communicates and champions a compelling vision for elementary ministry that aligns with the church's mission.

Operational Leadership:

- Implements weekly programming for K–5th grade in a safe and nurturing environment, including setup and teardown.
- Develops, edits, and executes curriculum and programming scripts for Sunday mornings and midweek programming.
- Assists with children's events, projects, and communications, including Vacation Bible Camp (VBC).
- Oversee elementary-related media production during ministry programming.
- Uses church management software to track volunteer involvement, attendance, and engagement.
- Provides clear expectations and guidance to volunteers to ensure effective service and ministry impact.

Work Schedule & Expectations:

- The Elementary Coordinator is a part-time position with **25 hours per week**.
- Sunday Mornings: All Next Generation Ministry staff assist and lead in kids' ministry areas (7am–1pm).
- Midweek Programming: During Fall and Spring semesters, staff assist and lead in kids' ministry areas (6–8:30pm) on a weekday evening.
- Office Work: This position requires two days in the office each week to complete administrative tasks.
- **Key Expectations:**
 - Attends Silver Creek Church for weekend worship.
 - Agrees with the doctrine and authority structure of Silver Creek Church.
 - Works to establish and maintain a network of accountability.
 - Completes assigned tasks in a timely manner.
- **Voluntary Activities:** Employees may be asked to participate in voluntary activities unrelated to their paid duties that benefit the organization. Participation carries no consequence for declining, may involve up to **five hours**, and is not compensated.

Why Join Us?

At Silver Creek Church, we believe in fostering a positive, forward-thinking workplace. When you join our team, you'll experience:

- A collaborative environment that supports ministry innovation and encourages creative ideas to further God's work.
- Flexible work hours to accommodate evenings and weekends for church events and services.
- Opportunities for spiritual growth, leadership development, and impact through meaningful ministry.
- A supportive team culture that values your contributions in fulfilling the church's mission.
- Competitive salary and benefits (full time) reflect our appreciation for our team.
- Compensation: Dependent upon Experience

To Apply: Please email your resume to Caitlin.Ramey@SilverCreekChurch.com