

**Christ Methodist Church Memphis
4488 Poplar Avenue
Memphis, TN 38117**

We exist to glorify God and make disciples of Jesus Christ among all nations.

POSITION SUMMARY DESCRIPTION

Title: Director of Early Elementary Ministries

Status: Full Time- 37.5 hours per week/Sunday - Thursday

Reports to: Director of Family Ministries

Summary: Leads and serves elementary age children, with a focus on kindergarten through 2nd grade students laying a foundation for age-appropriate Biblical knowledge and providing opportunities for children to grow a strong, healthy relationship with Jesus Christ.

PRIMARY RESPONSIBILITIES

- Oversee all ministries designed for kindergarten, 1st, and 2nd graders and their families.
- Direct Sunday School for kindergarten through 2nd graders. This includes gathering and preparing supplies, planning and teaching large group lessons, preparing rooms and environments, and recruiting and training volunteers
- Participate in the Elementary Parent Council by attending and contributing to meetings.
- Serve children of all ages through various Kids Ministry offerings, including Wednesday Night Kids and VBS.
- Communicate with children, parents, department co-workers and church staff on a regular basis to ensure a cohesive program.
- Create a physically and emotionally safe and welcoming environment for children to grow, learn, and ask questions
- Plan and lead kindergarten orientation as children transition from preschool to the early elementary program. Host resource meetings for parents of kindergarten through 2nd grade children.
- Assist in planning Children's Ministry events, including teacher training, VBS, Candy in the Courtyard, Family Advent and the annual Easter egg hunt.

- Plan and implement mission projects and other missional activities for elementary children and families to grow in their desire to love and serve others.

OTHER DUTIES & RESPONSIBILITIES

1. Perform other functions as necessary or as assigned by the Director of Family Ministries.
2. Attend staff meetings, prayer sessions and retreats, both departmental and all church staff.
3. Ensure that the safety and security of all students is a priority through screening of volunteers and facilitating child safety training for volunteers.

QUALIFICATIONS

1. Experience working with elementary-aged children and understands the phases of a child's physical, mental, emotional and moral development.
2. Maintain a vital growing personal relationship with Jesus Christ through Bible study, prayer, Christian fellowship, service, and church attendance.
3. Live in full agreement with the Apostle's Creed discerning a sense of call to uphold the vision and mission of Christ Methodist Church.
4. Able to work in collaboration as a member of the Children's Ministry Team and the wider Family Ministry Team.
5. Possesses strong communication, teaching skills and a genuine love of children.
6. Able to handle confidential information with tact and discretion. Has a clear understanding of accountability and trust in working relationships

All inquiries and resumes should be sent to Brad Bogue, Family Ministry Director, at bradb@christchurchmemphis.org.