

Position Title: Elementary Director and Large Events Coordinator  
Reports to: LBC Kids Ministry Area Leader  
Payroll Status: Full-time, salaried

**Ministry Summary:**

LBC Kids serves children from birth through 5<sup>th</sup> grade – approximately 700 children on Sunday and 250 children on Wednesday nights. Programming includes Sunday morning classes, Wednesday night clubs, and four to six large outreach events per year.

LBC Kids exists to teach, encourage and engage children to grow in their knowledge of God’s Word, while engaging parents in the process of becoming godly leaders and models of Jesus in the home. We desire to create a culture and environment where children and their parents experience a community of grace and truth, where they learn about Christ, grow in their love for Christ and seek to bring others to Christ.

**Position Summary:**

To oversee all that happens in elementary programs (Kindergarten – 5<sup>th</sup> grade) and to develop and implement large events with a strong emphasis on grounding children in the foundational doctrines of the Christian faith and what it means to live out those beliefs in practical ways. In addition this position will seek to engage and equip parents in discipleship of their children in the home. Our desire is that both Christian and non-Christian parents would find LBC Kids attractive for equipping children to live responsibly in a confusing and increasingly dangerous culture.

**The Basics:**

- A growing relationship with Jesus Christ demonstrated in character as outlined in I Timothy 3 and Titus 1
- A humble and teachable spirit born out of personal security in Christ and an understanding of his/her God-given ability
- A life dependent on the Holy Spirit and faith as demonstrated by an active prayer life
- Loves people and Lincoln Berean Church and regularly attends weekend services
- Supports the core beliefs of LBC
- Trustworthy, honest and considers confidentiality a priority
- Has a vision for reaching the lost and for developing, encouraging, discipling, and inspiring children to grow in their relationship with Christ
- Views parents as partners in the process of relational discipleship
- Proven leadership experience leading children’s ministry with an emphasis on both children and parents
- Specific academic training in children’s education and/or ministry (B.A. or higher), or comparable

**Position Descriptives:**

- Proven leadership skills and outcomes
- Visionary/creative in leadership; proven implementer
- Proven team player and team builder; motivational and inspiring
- Strong organizational skills
- Experienced and effective teacher
- Understands and exemplifies relationship discipleship
- Effective communication skills (verbal, written and social media)
- Educational understanding of curriculum

- Understanding of child development
- Passionate promoter for the next generation and parent involvement within the church environment

**Ministry Area Responsibilities:**

- Embrace the vision and mission of LBC Kids and work together with LBC Kids staff for implementation
- Oversee and provide direction for all LBC Kids elementary programming
- Plan and coordinate all aspects of the Sunday combined worship for elementary classes
- Communicate, connect and engage with children and parents
- Ensure the safety and security of children in attendance
- Be available and comfortable to troubleshoot with children and parents during programs and events
- Assist with children’s behavioral challenges, being proactive to establish effective, alternative options
- Provide and model effective teaching of children and adults; teach classes as needed
- Provide instruction and training to equip and empower teachers and small group leaders with the goal of fostering effective, healthy teams
- Provide shepherd leadership for children, elementary team leaders and service teams
- Collaborate with Local Outreach and Family & Parenting to create and develop opportunities for family involvement in the Lincoln community
- Assist with recruitment, onboarding, and training of new service team members; create a culture of appreciation and value for the people who serve with LBC Kids, working closely with the Service Team Coordinator
- Plan, organize, implement and develop teams for large events in collaboration with LBC Kids staff including:
  - Halloween Party
  - Christmas Program
  - Vacation Bible School
  - Worker Appreciation
  - Fall & Spring Family Events
  - All other large events, as determined

**Accountability / Relationships:**

- Supervision: LBC Kids Ministry Area Leader
- Attend team planning meetings and retreats as determined by supervisor
- Inter-office Relations: LBC Kids staff
- Working relationships will also include all-church staff and lay leadership within LBC Kids