

## COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Elementary Coordinator	Campus Development - Henderson Campus	Kids Leader/Pastor / Team Lead - Henderson Campus
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt FLSA - Ministerial Exempt.	02.2026- cdb/HR

### WHO WE ARE

We are guided by our fundamental values, our CORE4, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- **Roof Wrecker (RW):** Willing to go above and beyond to help others connect with Jesus.
- **Game Changer (GC):** Committed to doing whatever it takes to advance the Kingdom.
- **Ephesians 4 (E4):** Focused on raising others up to fulfill their potential and contribute.
- **We Over Me (W/M):** Prioritizing the good of the team over personal gain.

### POSITION SUMMARY

Oversees the Elementary Ministry (Kindergarten-5th Grade) and related functions, including coaching Kids Ministry Serve Team members and developing leaders. Emphasizes teamwork and maintains a welcoming environment for families, ensuring a well-organized ministry that serves children and their parents in alignment with the church's mission to lead others to a life-changing relationship with Jesus.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Leadership and Oversight (GC, E4):** In partnership with the Henderson Kids Pastor/Team Lead, provide oversight and coaching of Kids Elementary Ministry Serve Team members, including Large Group Leaders and Small Group Leaders, demonstrating engaging and passionate leadership at the Henderson Campus. Maintain a leadership structure within the team and meet regularly with Serve Team leaders to ensure effective ministry execution. Provide feedback to kids ministry leader and central team. Participate in campus and central team meetings as needed.
- **Recruitment and Training (E4, W/M):** Recruit and train new serve team members, equipping and encouraging them, while providing appreciation and opportunities for leadership growth within the ministry. Develop and empower leaders within the ministry and partner with them to train and encourage other serve team leaders.
- **Preparation and Execution (RW, GC):** Working with mid-week prep serve teams, prepare Large Group materials, including video and tech elements and prepare and/or purchase any needed staging/prop items. Ensure Small Group Lessons are prepared and order any needed consumables, maintaining alignment with budget. Ensure elementary spaces are maintained and provide oversight of equipment. Assist with the execution of special events, including kids camp and any campus or church-wide events, as needed.
- **Operational Support (W/M, E4):** Support the Elementary Kids' Ministry by serving the parents, children and Serve Team members, ensuring that the good of the team is prioritized and that assistance is available both before and after each service for families and serve team members.
- **Family and Child Ministry Support (W/M, E4):** Cultivate a caring and nurturing environment for children and families within the Elementary Ministry, encouraging spiritual growth and connection. In partnership with the Kids Pastor, engage with families to offer support through prayer, connecting them with needed resources provided by the church and provide guidance in regards to baptism. Be prepared to facilitate decision counselings and baptism when needed.
- **Teaching and Engagement (GC):** Teach when necessary in Small Group and Large Group environments, supporting the church's mission to lead others to a life-changing relationship with Jesus with passion and competence.
- **Safety and Emergency Preparedness (RW):** Create a safe environment for all ministry participants by maintaining an Emergency Response Plan and conducting a yearly evacuation drill. Ensure all serve team members are trained and in alignment with the Generations Protection Standards (GPS) and review yearly.

## **COMMITMENT TO CHRIST and CCC**

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

## **TEAMWORK and PROFESSIONALISM**

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

## **MINIMUM QUALIFICATIONS**

### **Education:**

- Minimum of a Bachelor's Degree from an accredited college or university.
- Consideration will be given to candidates having experience and demonstrated proficiency in the field.

### **Experience:**

- Minimum of two (2) years of experience in similar roles, ministry, and administrative experience is preferred.

### **Knowledge, skills, and gifts:**

- Technical Proficiency: Exhibits excellent computer knowledge, with experience and proficiency in Google applications.
- Organizational and Interpersonal Skills: Demonstrates excellent organizational and interpersonal relational skills, coupled with a proven ability to work effectively with a wide variety of people and personalities.
- Ministry Experience and Passion: Is tried and proven in ministry and has a passion for sharing Jesus.
- Problem-Solving and Communication: Is able to effectively problem-solve while maintaining and protecting confidentiality, in addition to having excellent written and verbal communication skills.
- Recruitment and Leadership: Is a motivated and effective recruiter and manager of Serve Team members, fostering a strong and collaborative team environment.
- Character and Attitude: Exhibits a strong work ethic and a commitment to serving others, embodying Christ-like values in all interactions. Able to maintain and protect confidentiality. Demonstrates integrity, respect, and empathy, ensuring a positive atmosphere that reflects the church's mission and values, thereby encouraging spiritual growth within the community.

## **EMPLOYEE ACKNOWLEDGEMENT**

I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_