

**SAMPLE  
ELEMENTARY COORDINATOR  
MINISTRY DESCRIPTION**

Date



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**GENERAL**

1. Attendance is required at all weekend services and at least one midweek service a month when not directly involved with program. Listening to podcasts or CDs of missed messages is recommended.
2. The Elementary Coordinator is accountable to the Children's Ministry Director.
3. Complete goals assigned by leadership.
4. Email weekly "Communication Report" to CM Director by 5:00 pm Tuesday.
5. You will have a quarterly "EQUIP" Session with the CM Director.
6. Participate in Children's Ministry workshops, events, and fellowships.
7. Use Ministry Report forms to communicate needs of people.
8. Agree to keep the Honor Code.

**SCHEDULING**

1. Put together the schedule each month.
2. Distribute schedule to all workers at least one week before the next month. Include Lesson Planners and copies of the lessons with the Lead Teachers' copies.
3. See that special holidays are honored by the children in the classroom.
4. Volunteers are responsible to find their own replacements within their department and then to notify you. If a replacement can't be found by the volunteer, find one for them.

**CURRICULUM & RESOURCES**

1. Keep original curriculum at the church office. Print copies for teachers.
2. Assure that teachers are using Lesson Planners and writing review questions.
3. Work a month ahead of time to request any supplies that need to be purchased.
4. Keep supplies stocked and organized behind the stage curtains.

## **TRAINING VOLUNTEERS**

1. Have interested volunteers fill out an application and turn it in to the church office.
2. Let them know they can visit a class before making a commitment. Make an appointment with them as a classroom visitor and make sure you talk to them after class to answer any questions.
3. Meet with them in person and go over the Planet Kids handbook together.
4. Provide classroom training until they feel comfortable with their responsibilities.
5. Encourage them to attend Children's Ministry workshops so they can be in touch with what is happening in other departments of the Children's Ministry.
6. Have class fellowships at least twice a year for encouragement and relationships.
7. Have a class meeting at the beginning of each quarter for communication and training.
8. Call the scheduled ministers during the week to remind them of the schedule and to see if there is anything that you can do to serve them.

## **OTHER**

Be willing to do anything that the Pastors or the Children's Ministry Director asks of you.