**Position: Elementary Sunday Coordinator**

**Reports to:** Elementary Director
**Job Status:** Hourly / 12 hours a week

**Job Description**

The FS Elementary Sunday Coordinator serves as a primary point person for FS Elementary on Sunday mornings, helping create welcoming, organized, and engaging environments where children can grow in their relationship with God. This role supports and encourages servant leaders and coaches, helps coordinate Sunday morning activities and preparation, and works under the direction of the Elementary Director to help ensure Sunday mornings are organized, prepared, and ready to serve children and families well.

**Responsibilities**

- Serve as a primary point person for FS Elementary Sunday morning environments, servant leaders, coaches, children, and families.
- Prepare for and help support FS Elementary servant leader huddles, including training, celebrations, and ministry updates.
- Support servant leaders and coaches throughout Sunday morning and help ensure ministry expectations are carried out consistently.
- Prepare and coordinate weekly FS Elementary small group activities in alignment with curriculum and ministry plans.
- Coordinate weekly preparation needs for the Tuesday ministry preparation team in partnership with the Elementary Director.
- Prepare the weekly materials needed for Sunday morning environments.
- Maintain the organization, appearance, supplies, and readiness of the Factory and other Elementary Ministry environments.
- Build relationships with Elementary servant leaders, children, and families.
- Coordinate servant leader care initiatives, including birthdays, encouragement, cards, and other appropriate care opportunities.
- Participate with the FS Kids Team in planning and executing Elementary and Next Gen events and ministry initiatives, as directed by supervisor.
- Fully participate and assist with the week of Camp Five Stones each summer.
- Meet regularly with the Elementary Director and participate in FS Kids Team meetings to remain aligned with ministry priorities, programming, and upcoming initiatives.
- Take ownership of assigned Elementary Ministry responsibilities and projects, proactively identifying needs and following through to effective execution.
- Assist with other tasks as assigned.

**Qualifications and Skills**

- A growing and vibrant relationship with Christ and alignment with the spiritual and cultural values of Five Stones Church.
- A partner of Five Stones Church or willing to become a partner.
- A person of integrity, authenticity, and humility, marked by a servant's heart, emotional maturity, and a commitment to building trust.
- Proven ability to lead, develop, and empower leaders and volunteer teams through relational investment, clear expectations, and encouragement.
- Strong relational and emotional intelligence, with the ability to build trust and communicate clearly and effectively.
- Demonstrates sound judgment, discretion, and faithfulness in handling confidential and sensitive matters.
- Strong organizational and leadership skills, with the ability to manage multiple responsibilities while remaining people-focused.
- Committed to ongoing spiritual growth, self-awareness, and continual development as a leader and disciple of Jesus.
- Action-oriented, with focus, passion, initiative, and the ability to take appropriate action when something needs to be done.
- Receptive to constructive feedback and committed to continual improvement, with an understanding of personal strengths and areas for growth.
- Comfortable using digital tools to support communication, organization, planning, and ministry coordination.
- Ability to meet the physical and practical requirements of the role, including adequate vision, hearing, and speech; ability to lift up to 35 pounds; and a valid driver's license.

**Experience**

- Associate or Bachelor Degree (or equivalent in education, experience, and training).
- A minimum of two years of similar responsibility in a para-church ministry or church.
- Practical experience working with elementary age children.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Five Stones Church reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.*