

Autumn Ridge Church

Rochester, MN

Job Title: Kids Ministry Elementary Coordinator

FLSA Status: Non-exempt

Work Hours: Part-time, average 25 hours per week

Report to: Kids Ministry Director

The Context

We exist to lead people to be fully devoted followers of Jesus. We desire to be a church of all cultures where curious, skeptical, and hurting people love to attend. As a destination city for the medical and tech industries, we believe that God has uniquely positioned us to be Gospel-influencers throughout southeast Minnesota and around the globe. We estimate over one hundred thousand Rochester residents have little to no connection to the Gospel. We also believe we have a duty to steward our resources well as we engage with the three million annual visitors to Rochester, mainly for medical needs.

The Role

Autumn Ridge Church is seeking an individual to serve as our Kids Ministry Elementary Coordinator, providing leadership to the volunteers, children, and families connected with our Kids Ministry. In partnership with the Kids Ministry Team, this role will champion discipleship development and leadership development within the elementary ministry. This position requires a passion for families and kids. The qualified candidate will possess high leadership relational abilities that can be utilized within the ministry. They will help create and nurture environments that help kids become fully devoted followers of Jesus.

The Candidate

Above all else, every staff person at Autumn Ridge should be continually striving in their next steps in becoming a fully devoted follower of Jesus. For this role, it is vital for this individual to be teachable, responsible, and a team player. They must be able to demonstrate humility, compassion, and poise under pressure. They must also be able to sign in good conscience our Statement of Faith, support for our Mission, Vision, and Values, and our staff lifestyle agreement.

Responsibilities

- Provide leadership and oversight to teams, small & large group leaders and other volunteers for the Kid's Ministry (K – 5th grade).
- Evaluate the ministry and help adapt and edit the curriculum with direction from the Kid's Ministry Director.
- Help to cast a family ministry vision that aligns with Autumn Ridge's mission vision and values.
- Provide strategic leadership and equipping to volunteers so that kids and staff can become fully devoted followers of Jesus.
- Help maintain a team environment and recruit and develop volunteers.
- Assist in managing a portion of the Kid's Ministry Budget with the Kid's Ministry Director.
- Learn and know how to utilize the church management system (PCO) to support the tracking and growth of the ministry.
- Ability to work during the week, Sunday mornings, and Wednesday evenings. Official hours will be determined in conversation with the Kids Director.

Core Competencies

- Excellent communicator through both verbal and written mediums.
- An understanding of emotional intelligence and interpersonal dynamics.
- Detailed-oriented, creative problem solver, and a spirit of optimism.
- Able to keep multiple "plates spinning."
- Understanding and desire to continue learning about child development and effective learning environments.
- Able to complete tasks and anticipate new ones with minimum supervision.
- An eye for editing.
- Ability to hold confidentiality appropriately and healthily.
- Extensive knowledge and experience in Mac and M/S Office software.

Requirements of Autumn Ridge involvement

- Embody to the church and the community our mission, vision, and values.
- Attend a worship service each weekend when not on vacation.
- Take vacation.
- Be in a small group.
- Become a member.

Next Steps

- Get to know us at autumnridge.church.
- Send your resume and cover letter to jobs@autumnridge.church.