



Children's Ministry Lower Elementary Coordinator

POSITION DESCRIPTION

The Lower Elementary Coordinator develops and oversees a discipleship plan for Kindergarten, 1st grade, and 2nd grade through quality coordination of programming and resources that support and enhance the broader 2PC family discipleship plan.

ROLES AND RESPONSIBILITIES

PERSONAL LIFE

A woman/man of God; a woman/man of prayer; a woman/man who knows by personal daily experience what it means to be renewed by God's grace and who demonstrates godliness in her/his personal relationships: in the Church and in the community.

PRIMARY RESPONSIBILITIES

- Coordinates Wednesday night kids Connect in collaboration with Upper Elementary Coordinator by:
 - Recruiting volunteers
 - Planning games and activities
 - Teaching the Bible lesson on a rotation
- Supports with planning and execution of all Children's Ministry events, including VBS and Kid Mission.
- Coordinates Sunday School for K, 1st and 2nd grades by:
 - Recruiting, training, and equipping Sunday School teachers
 - Ensuring all classrooms and materials are prepared and organized for the Sunday School hour each week.
 - Preparing all curriculum materials, including the annual scope and sequence
 - Ensuring that all classrooms are fully staffed by adults, recruiting subs as needed
- Collaborates with Upper Elementary Coordinator to ensure a smooth transition and discipleship plan for elementary children.
- Provides support and tangible resources to 2PC families to equip them to disciple at home.

ORGANIZATIONAL RELATIONSHIPS

The Lower Elementary Coordinator functions within the following organizational parameters:

- Reports directly to the Director of Children's Ministries
- Works directly with and support to the Children's Ministry staff
- Works with and through the Family Team and Children's Committee
- Works with congregation members

QUALIFICATIONS

LOVE FOR THE LORD

Able to articulate the Gospel, her/his relationship with Jesus Christ, profess a well-grounded and vital faith, and exhibit a Christ-centered life.

LOVE FOR GOD'S PEOPLE

Strongly relational with the ability to build rapport with children and adults. Approachable and humble with a confidence grounded in her/his identity in Christ.

LOVE FOR GOD'S WORD

A belief in the inerrancy and primacy of the Bible. A strong understanding of and commitment to the evangelical and Reformed faith, as expressed in the Westminster Standards.

LOVE FOR GOD'S CHURCH

Strongly committed to corporate worship. A humble and teachable spirit who appreciates and responds to the leadership structure at Second. A desire to see and help the church grow in its commitment to helping people of all ages feel like members of the Body of Christ.

LOVE FOR GOSPEL MINISTRY

A ministry heart with a cheerful and welcoming spirit, able to keep confidences and able to discern the important from the urgent and work accordingly. Gifting and experience in planning and coordination to accommodate role requirements. This person should have a servant's heart and be gracious, kind, patient, and helpful to congregation members and staff.

HOW TO APPLY

Interested candidates should submit a resume and personal testimony, via email to Sarah Logan-Song, Director of Children's Ministry, at sarah.logansong@2pc.org.

ABOUT SECOND AND MEMPHIS

Founded in 1844, Second Presbyterian Church (EPC) is marked by Reformed theology and committed to retelling the gospel of Jesus Christ to ourselves, our neighbors, and the nations abroad. We aim to reimagine the church and the city according to the Scriptures, asking God to repair what is broken, both in us and around us, by His Spirit. Located in the heart of Memphis at the corner of Poplar and Goodlett, we are uniquely positioned to serve our neighbors of all different ages, ethnicities, and socioeconomic statuses with the good news of Christ. Visit 2pc.org to learn more about our church. To explore the rich and diverse history of Memphis, visit memphistravel.com, choose901.com, and dailymemphian.com.