



## Elementary Ministry Lead

Do you love kids and have a heart to serve? Do you have a passion for teaching The Gospel to children as part of a collaborative team? ECC Kids is looking for a faith-filled, engaging and reliable individual to serve as an Elementary Ministry Lead. As a Ministry Lead you will serve as part of a welcoming, FUN, and committed Children's Ministry team.

Emmanuel Covenant Church is dedicated to inspiring and equipping the next generation, and believe there is no higher call than this. If you have questions about this position, please contact Laura Studenski, Director of Children's Ministry (laura@emmanuel.church).

If you're ready to apply, please fill out the application below. Feel free to attach additional pages if necessary.

### POSITION AT A GLANCE

#### Responsibilities:

- Assist the Director with oversight and planning of curriculum
- Prep weekly materials for all 1<sup>st</sup> – 5<sup>th</sup> Grade classes
- Lead Elementary Large Group during either the 9:00 or 10:30 service
- Ensure materials and supplies are up to date, replenished, etc. in 1<sup>st</sup> – 5<sup>th</sup> Grade rooms
- Oversee Volunteers in their classrooms on Sunday mornings, providing coaching and support when needed
- Help to maintain a fun, safe, and spiritually sound environment
- Identify and train young/upcoming leaders
- Attend weekly staff meetings
- Attend/assist with ECC Kids special events as schedule/hours allow

#### Right Fit

- Christ-like Character
- Loves children and teaching them about Jesus
- Embraces ECC's shared beliefs, mission, and values
- Able to lead small and large groups of children
- Able to both create a plan and go with the flow as the need arises
- Able to communicate positively with children, staff and volunteers

#### Details

- Reports to: Children's Ministry Director
- Hours: Approximately 10 hours/week

#### Weekly Schedule:

- Sundays: Approx. 8am-12 pm (4-4.5 hours)
- Thursdays: 9:30-11:30 am (2 hours)
- Flexible: Curriculum Prep (2-4)
- Extra hours can be banked for special events

**CONTACT INFORMATION** (Please Type or Print)

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TELL US ABOUT YOU!**

*(Attach additional pages as necessary)*

*Why are you applying for this position?*

*What experience do you have working with children?*

*What do you enjoy about elementary age kids?*

*What strengths would you bring to our team?*

*What growth areas might you have in this role?*

*What questions do you have about ECC, this position, or our Kids Ministry?*

## REFERENCES

Please provide at least 2 people we could contact as personal character and employment references.

Name	Title/Relationship	Ministry/Company	Email

## EDUCATION

School Name	Location	Years Attended	Major	Degree Received

## EXPERIENCE

Position	Organization	Dates	Responsibilities

## CONDUCT

*The following information will be kept strictly confidential.*

1. Are you willing to work within the guidelines that Emmanuel provides for leading, teaching, and conduct?

Please circle:        Yes                    No                    If no, please explain:

2. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? Have you ever been arrested for or charged with a sexual offense, offense related with children, or crime of violence? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connections with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of the offense, date, court where the conviction was entered, and any other relevant information.

Please circle:        Yes                    No

3. Have you ever committed, convicted or not, crimes against children, including verbal, sexual and/or physical abuse?

Please circle:        Yes                    No

4. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, provide a description of the circumstances and name and address of the entity receiving the report.

Please circle:        Yes                    No

**AUTHORIZATION AND SIGNATURE:**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize *Active Screening Faith* to disclose all criminal history record information to Emmanuel Covenant Church.

Name (Please Print)	Signature
Date	

Please return your completed application and resume to [kelsey@emmanuel.church](mailto:kelsey@emmanuel.church)

Applications can also be mailed to  
Emmanuel Covenant Church  
Attn: Kelsey Crenshaw  
513 Tanglewood Dr  
Shoreview, MN. 55126