



Elementary Worship & Childcare Coordinator

The Elementary Worship & Childcare Coordinator partners with the Elementary Director to lead a team of passionate Worship leaders and storytellers, teachers, and support team for the Large Group Worship experiences in the Elementary Areas (Treetop K-3rd & Route 45 4th-5th). They are responsible for the tech and worship experience in the elementary areas along with the care and primary oversight of Route 45 on Sunday mornings. They will lead and supervise the Sunday and Wednesday childcare experiences and develop basic programming for these times. The Elementary Worship & Childcare Coordinator is a part of and supports the larger Fellowship Kids team with resources and partnership on events.

Reports to: Elementary Director. **Hours:** 15-20 hours/week = 8 hr. Wednesday (includes 16 weeks/year of 5:30-8:30pm); 6 hr. Sunday (7:30-1:30) + events & staff all-ins.

Route 45 Leadership:

- Prays faithfully for and builds relationships with the parents, children and volunteer team in Route 45
- Co-leads the Elementary Ministry Leadership Team with Elementary Director
- Leads in concert with the discipleship & spiritual formation pathways and with the mission, vision and values of Fellowship Dallas.
- Meets with the Kids Team weekly to assure that we are partnering strategically and with unity from birth - fifth grade.
- Meet bi-weekly with the Discipleship Pastor to discuss ministry goals, challenges, needs, celebrations, etc.
- Collaborate with Kids Team on combined events, trainings, etc.
- Lead and supervise the Route 45 environment on Sunday mornings.

Worship Experiences:

- Researches and selects worship songs for Treetop and Route 45.
- Develops choreography/motions for worship songs and memory verses as needed.
- Develops, trains and cares for the Worship experience team including storytellers, tech team and worship leaders.
- Leads Worship in the Elementary area and equips Worship Volunteers
- Oversees all Elementary Worship Environments on Sunday Mornings and maintains them, making the facilities team aware of needs.
- Prepares all slides, worship songs, etc. in ProPresenter weekly for Treetop & Route 45
- Troubleshoots technical problems in the Kids Ministry (coordinating with church tech team as needed)

Childcare Supervisor for Sunday AM & Wednesday PM

- Prepare for and supervise Sunday AM & Wednesday PM childcare experiences.
- Assure staffing provision is for these events as needed in coordination with Elementary Director.
- Prepare spaces for learning, fun and safety.
- Invite Kids Team in as needed for overflow or larger events outside of the regular times.

Qualifications

- An active member of Fellowship Dallas.
- Can communicate the Gospel clearly. Passion to make people feel welcome.
- A heart for children to know the Lord.
- Excellent written and verbal communication skills.
- A self-motivator, eager to grow, a fast learner.
- Friendly, engaging, and gracious posture/correspondence towards congregation.
- Hospitable and able to create a warm and welcoming environment.