

COORDINATOR, 5TH & 6TH GRADE

Overview:

The 5th & 6th Grade Coordinator plays a key role in helping the oldest members of our children's ministry to deepen their faith through Sunday School, midweek ministry, special events, Summer Camp, VBS Crew, and the "Believe" FaithMarker which prepares them to participate in Communion and Baptism. An effective 5th & 6th Grade Coordinator will be a self-starter and team player with a heart to disciple older kids and help them transition well into Student Ministry.

Employment Information:

This is a part-time position; approximately 15 hours/week. Must maintain regular, but flexible office hours as well as working Sunday school hour (9:30 am), twice-monthly Kids' Club Wednesday night meetings, and special weekend events.

Reports to:

Sr. Director, NextGen Ministries

Responsibilities:

Recruiting and Developing a Teaching Team

- Recruit volunteer teachers and helpers for the 5th and 6th grade Sunday School classes and small group leaders for twice-monthly Kids' Clubs.
- Lead new volunteers through the on-boarding process by interviewing, checking references, ensuring their attendance for Child Protection Training and department training
- Teach the large-group portion of the 5th & 6th Grade Sunday School class, or recruit a team of volunteers.
- Train the volunteer team through meetings, regular communication, observation and one-on-one coaching as needed for issues of classroom management, safety and security procedures, spiritual development of preteen children.
- Nurture volunteers' spiritual lives by regular communication and encouragement

Maintaining a Nurturing Environment

- Implement age-appropriate, theologically sound curriculum for Sunday mornings and Wednesday evenings
- Maintain classroom supplies
- Communicate building/room needs with EBA staff and other Eastbrook Kids team members
- Maintain Sunday morning schedules for children and for volunteers
- Oversee all operations for 5th & 6th Grade on Sunday mornings and Wednesday nights

Building Relationships with Parents

- Communicate regularly with parents through email, calls, church-wide announcements
- Welcome and greet new parents, provide them with information specific to the 5th & 6th Grade Department
- Encourage parental involvement in special events and retreats
- Respond to individual parents' needs concerning their child

Summer Camp

- Select applicants to participate in the VBS Crew
- Along with other VBS Coordinators, Lead Crew members through devotions, training, and specific VBS tasks
- Collaborate with other VBS leaders on other responsibilities for large-group times or activity stations

Teamwork

- Maintain healthy collaborations with the whole NextGen team
- Attend and support key NextGen and all-church events (e.g., Advent Night, Summer Camp, Baptisms, Leader Launch, etc.)

Qualities and Qualifications:

- Prior experience in large-group management and classroom management
- Prior experience in volunteer recruitment and training
- Flexibility and the ability to "pivot" quickly as needs arise
- Excellent communication skills targeted for coworkers, parents, and children
- Self-starter, able to work independently
- Exercises discretion and mature judgment
- Bachelors' degree in Education or Youth Ministry preferred

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish this is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'" (Revelation 7:9-10)*

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.