



GRACE COMMUNITY CHURCH

Grace Kids Teaching & Curriculum Coordinator

About the Role

The Grace Kids Teaching & Curriculum Coordinator is responsible for assisting the Grace Kids' staff in carrying out the vision of the ministry for families and their children, infants through 5th graders. This person is part of the Grace Kids staff whose mission is, "Partnering with parents to build disciples of the next generation" as well as the Grace staff whose purpose is to be a part of a diverse community renewing our broken world through God's life-changing grace. The Grace Kids Teaching & Curriculum Coordinator will write the Large & Small Group lessons for Tots through 5th grade, and will lead the Large Group Teaching Teams, PreS/K through 5th grade. This position requires an office presence and some attendance on Sundays.

About Us

We believe the Gospel deeply, so we relate and work together in ways that express our ongoing need for Jesus. Our pastors are accessible, thoughtful, and steadfast. Our welcome is intentional and engaging. Our members are generous and sincere. We're a church with a mission to meet people where they are and to help them take the next step in following Jesus. That means we care for people by meeting all kinds of needs. We love stories. We make disciple-makers, and we show up to do good in our community and in the world...all in the name of Jesus.

By God's grace, we continue to grow numerically, multi-ethnically, and intergenerationally. We have God-sized dreams to reach more for Christ in the near future, but we won't sacrifice relationships or thoughtfulness to do it. Could God be adding you to our highly collaborative, relational, Gospel-centered, staff team?

About You

You are wanting to be a part of a special opportunity to partner with parents in the spiritual formation of their children. It is a great privilege to come alongside parents, specifically as we partner with them in building the next generation of disciples.

You are energized to be a part of a ministry team and fulfill a role that is vital to our families. You are willing to be blessed with a sense of authentic community and unity as we come together for this common purpose.

Most importantly, you are a disciple-maker passionate about sharing the gospel of Jesus Christ. While you could work anywhere, using your gifts for God's Kingdom gives you more joy and fulfillment.

RESPONSIBILITIES

Leadership

- Working with the Grace Kids staff, contribute to developing and implementing a recruitment strategy to build the Grace Kids Teaching teams.
- Working with the Grace Kids staff, contribute to developing and implementing a training program for the Large Group and Small Group teachers that equips the team to grow as Biblically-sound and engaging teachers of God's Word.
- Lead and manage the curriculum-writing team, which meets monthly.
- Contribute to the planning of Team Coach events, training workshops and Fall Kick-Off.
- Brings pertinent leadership and team issues to the Grace Kids Directors for collaboration and insight to make the ministry better and unified.

Administrative

- Help manage the applications of new Large Group team members, interviewing them and managing their onboarding to the team.
- Download the curriculum from Lifeway and distribute to staff & team members.
- Manage curriculum databases of old curriculum and media.
- Create the LG presentations.
- Manage the teaching schedule for PreS/K-5th.
- Other support tasks as needed.

Communications

- Communicate regularly with Grace Kids' staff, Curriculum Writing team, and the Teaching Team.
- Edits and produces the small group and large group lessons.

OTHER FUNCTIONS AND RESPONSIBILITIES

- This position requires a task-oriented individual who can maintain present rhythms while also assisting in the launch of new initiatives.

Rhythms

- 15 hours weekly / Office hours are flexible during the week.
- Attendance at Grace Kids and Grace bi-monthly staff meetings is requested, as well as Grace Kids church-wide events, Christmas Eve and Easter weekends.

Relationships

- Directly reports to Tandi Thomas, Grace Kids K-5 Director.
- Works in cooperation with the Grace Kids and Grace Community Church's administrative staff.

To Apply

Interested? If so, please send your resume to jobs@gcconline.org. In your cover letter, tell us how your experience, passions, and heart are uniquely aligned with the team and mission of Grace.