



JOB DESCRIPTION

Title: Light Company Coordinator
Department: Family Ministry Department
Reports To: Kids Pastor
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: To serve Christ and His Church by functioning at Crossroads Christian Church in the Elementary Ministry to encourage, equip, and empower adults for leading students and families in Light Company.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Identify Potential New Light Company Leaders
- Recruit New Light Company Leaders
 - Recruiting possible leaders for Light Company thru phone calls, texts, e-mails, and other strategies to fill open positions for Light Company.
- Equip Current & Future Leaders
 - Provide appropriate training and development necessary for leaders to grow.
 - Equipping leaders with the supplies, lesson plans, and information to make them as successful as possible in their role.
 - Shopping for supplies for small groups and electives.
 - Ensuring classrooms for small group and electives are set up properly and equipped with correct supplies.
 - Ensuring our building and classrooms communicate that they are clean, caring, safe, and organized for parents and their children
- Empower Current & Future Leaders
 - Empowering current and future leaders to take ownership of their position at Light Company by:
 - Challenging all leaders to recruit at least one person to join them in their small group or elective during each semester.
 - Training current leaders to multiply themselves in the leader they recruited with the goal in mind for them to lead that class or elective.
- Partner with the Kids Pastor to implement the vision, goals, and strategy of the Church

- Creating and developing a strategy for partnering with parents in effective ways to help raise their child to be a disciple who makes disciples.
- Regular Communication & Care with Light Company Leaders
 - Creating and sending a weekly e-mail
 - Making phone calls to check-in on leaders and their families
 - Using Schedules through our database to assign positions to leaders
 - Creating moments for blessing Light Company Leaders whether it be through Thank You cards, special gifts during Light Company, gift cards, etc.

Additional Responsibilities:

- Church wide event engagement and support
- Camp Alive engagement and leadership
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Proven leadership for training and equipping others for ministry
- Strong writing and teaching abilities
- Strong interpersonal skills and conflict resolution management
- Commitment to the belief that Christ, through the ministry of the Church, is the “hope for the world”

Work Environment

This job operates in an office environment along with attending and leading Light Company, events, etc. as needed for the role.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms, bend, squat, kneel, lift and move equipment, furniture, chairs, etc. for stage set up and events.

Position Type/Expected Hours of Work

This position is part time, 24 hours per week. Monday or Tuesday 8:00 am – 4:00 pm
Wednesday 11:00 am -7:00 pm, Thursday 8:00 am- 4:00 pm,

Travel

This position may be required to occasionally travel for running errands around town.

August 1, 2018

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.