

JOB POSTING – 10/22/2018

ROCKHARBOR Church

Costa Mesa Elementary Director

About Rockharbor

Rockharbor is a non-denominational, multi-campus church with campuses in Costa Mesa and Mission Viejo, CA and Charlotte, NC. Our mission is to, “Build communities to reach every community.” Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, pursuing justice and multiplication.

About Family ministry

Our goal is to grow **spiritually healthy families**. We would like to foster a new generation that has an active relationship with God. Our Families Team strongly believes that spiritual development can and should begin from the earliest age with parents as the primary nurturers of their children’s faith. With this in mind, our resources support both the **church and home** with a focus on knowing God personally, igniting a passion for Christ, learning to listen to his Spirit, keeping Biblical content true to context, and cultivating a concern for people’s needs in our communities and the world.

About the position

Our Elementary Director would lead and develop the kids, parents, and volunteers in our Elementary ministries by partnering with our parents- as we inspire, equip, and support them in their biblical role as the primary nurtures of their children’s faith. This position is a full-time [40 hours/week] permanent position. We would like this position to start no later than January 1st, 2019. The Elementary Director reports to our Families Pastor, Danielle Csergei. Staff members are expected to adhere to Rockharbor’s leadership guidelines [*which can be provided upon request*].

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

1. Review the job posting in detail, ensuring you meet the minimum qualifications.
2. Submit a COVER LETTER and RESUME to Corrine Smith at jobs@rockharbor.org
3. Once your application has been received, you may be contacted for a phone or in-person interview. Due to the high volume of applicants, please allow us time to review your resume before contacting us on the status of your application.
4. If your application is disqualified, you will be notified via email.

JOB POSTING**ROCKHARBOR Church****Costa Mesa Elementary Director****Job duties:**

- Oversee and Lead Elementary Ministries for Rockharbor Costa Mesa.
- Cast vision and actively build relationships to shepherd parents in Elementary towards an understanding and a desire to live out RH's Family Philosophy.
- Create bridges of communication and partnership between parents, such as supporting parents through promotion and distribution of HomeFront Weekly and HomeFront Magazine for those in our Elementary ministry.
- Shepherd, encourage, and support parents by being available and accessible.
- Partner with RH Celebration Team & Families team to implement Family Weekends in the Centre.
- Prepare and implement Tru Story curriculum for weekend services
- Recruit, train, appreciate, and develop Small Group and Large Group leaders towards a posture of replication and an understanding of RH's Family Philosophy.
- Create and foster an environment of community with Elementary weekend volunteers. (ie...fall/spring training, quarterly volunteer gatherings.)
- Develop role of Service Shepherds that oversee Elementary leaders/volunteers.
- Develop a healthy lead team to train and recruit Student Serve Teams
- Plan and implement a yearly calendar of a variety of community building events for Elementary. (Ex. Summer Kick-off, Fall Late Nighter, Winter/Summer Camp, & First Wednesdays).
- Assist Families Director in spiritual formation classes that are relevant to Elementary ministry (such as: baptism class)
- Oversee Family Ministry events with a focus for Elementary ministry. (VBS, Easter, Christmas, Family Experiences)
- Network with the RH campus's families' teams as well as local Tru churches to continue to develop in your role.
- Work in partnership with Family Pastor and Families Admin Associate for administrative aspects of Elementary ministry.
- Attend regular meetings to align efforts, such as Family Ministry meetings and Costa Mesa Campus meetings.

RH all-staff requirements

- Attendance at weekly staff meetings.
- One hour of "rock time" to be spent weekly in prayer for RH ministry.
- Adherence to all leadership and employee guidelines as outlined in the employee Handbook.
- RH endeavors to conduct developmental reviews on an annual basis.

Qualifications

- Intimate and growing personal relationship with Jesus Christ
- Passionate about Children's Ministry
- 2 years + experience working in Children's ministry
- Leadership, organizational and time management skills
- Cooperative and servant attitude
- Ability to discern needs and respond appropriately, sensitively and proactively.

- Team player
- Strong communications and discretionary skills
- Willing to support policies and leadership of Rockharbor
- Bachelor's degree preferred