



Community Fellowship

CHURCH

Interim Elementary Coordinator– Position Description

CFC is a vibrant and growing C&MA congregation located in Lancaster, PA. Biblically-based preaching and modern worship characterize our worship services. As we pursue our Multiply vision, CFC is focused on three priorities:

- Evangelism — inviting new people to faith in Jesus as we expand into new spaces and strengthen our gospel presence in Lancaster.
- Disciple-making — advancing person-to-person discipleship that produces spiritual maturity and multiplication.
- Leadership — developing a pipeline of new leaders and ministry innovators who can carry the mission forward.

Position Summary: Children matter to God and are highly valued at CFC. The Interim Elementary Coordinator (IEC) is a part-time support role (10 hrs/week) that reports directly to the Community Kids Director (CKD). The Interim Elementary Coordinator ensures the health and growth of the Elementary program and is directly responsible for weekly scheduling and communication with volunteer leaders, excellence in program preparation, and leadership in the Department so that children and young people are shepherded toward a full life in Jesus Christ.

SCHEDULING & COMMUNICATION

- Result # 1: Elementary rooms are adequately staffed and scheduled (via Planning Center). Keeps a running list of potential volunteer leads and moves them through the onboarding process.
- Result # 2: Scheduling platforms are kept up to date and used to communicate with and schedule volunteers. Substitute volunteers will be placed to fill last minute classroom needs.
- Result # 3: New volunteers have been equipped and trained with the information needed to fulfill their role.
- Result # 4: Scheduled volunteers consistently receive curriculum and all pertinent information.

EXCELLENT PROGRAM PREPARATION

- Result # 5: Curriculum and media elements for the Elementary class are edited and prepped for each weekend.

DEPARTMENT LEADERSHIP

- Result # 6 The Interim Elementary Coordinator oversees or serves in Community Kids at four or more services per month.
- Result # 7 The Interim Elementary Coordinator reports regularly to the Community Kids Director.
- Result # 8 The Interim Elementary Coordinator assists in weekend set up and registration tasks.
- Result # 9 The Interim Elementary Coordinator assists in preparation of family projects, special events, and in service activity bags.
- Result # 10 CFC safety policies are being followed in all Community Kids programs.

REPORTS TO: Community Kids Director

CATEGORY: Part Time (12 hours), Nonexempt

POSITION TYPE: Interim / Temporary

DURATION: Approximately 90 days, or until the permanent position for the Community Kids Assistant Director has been filled.

This role's schedule requires a physical presence in the CFC office 1-2 days per week, in addition to weekend presence at 4 services per month and key ministry events. Weekly hours will be coordinated with the Community Kids Director to ensure consistent coverage during peak programming times.

Candidate Qualifications

The ideal candidate will possess the following qualifications:

- **Spiritual Maturity:** Maintains a growing, vibrant relationship with Jesus Christ and a clear, demonstrated commitment to the mission of seeing lives transformed by the Gospel.
- **Biblical Literacy:** Possesses a strong foundation in Scripture with the ability to effectively communicate God's story in an age-appropriate, engaging manner for children.
- **Theological Alignment:** Maintains active, philosophical, and theological alignment with the vision of CFC and the Christian and Missionary Alliance (C&MA) denomination.
- **Professional Aptitude:** Demonstrates exceptional communication skills, unwavering reliability, and a collaborative, team-first posture.
- **Technical Proficiency:** Competency in digital administrative tools (Google Workspace/Microsoft Office) and a functional understanding of AV/computer operations for weekend environments and online scheduling
- **Physical Requirements:** The ability to stand or walk for extended periods during services and the capacity to lift or move ministry equipment up to 40 lbs

HOW TO APPLY Please send resumes to employment@communityfellowship.com.