



Wentzville Christian Church aims to ignite a passion for Jesus, the Bible, the Church, and Others and is currently looking to hire a full-time Elementary Minister to lead this vision throughout ministry for children K-5th grade and their families. The Elementary Minister provides spiritual leadership, strategic planning, and operational oversight for the elementary-age ministry. This person is responsible for creating dynamic, Christ-centered environments where kids grow in faith, families feel supported, and team members thrive. The Elementary Minister will champion the vision of WCC through meaningful relationships, effective programming, and intentional discipleship.

AN IDEAL CANDIDATE HAS:

- A growing, personal relationship with Jesus Christ
- Passion for children's ministry and partnering with families
- Strong leadership, organization, and communication skills
- The ability to lead and equip volunteers
- Self-motivation and is adaptable to changing needs
- High level of reliability, integrity, and spiritual maturity
- An understanding of Restoration Movement theology and a good knowledge of Scripture

EDUCATION AND EXPERIENCE:

- Preferred candidates would have a bachelor's degree in children's ministry or similar, but not required.
- Preferred candidates should have 2-4 years of children's ministry experience as a staff member or high capacity volunteer.

KEY RESPONSIBILITIES:

1. Lead & Shepherd the Ministry Team & Families

Build a thriving community of volunteer team members and partner with parents to disciple the next generation.

- Recruit, train, schedule, and support a healthy team of volunteers
 - Develop team members and evaluate team health regularly
 - Send reminders, follow-ups, and encouragement to team members
 - Recognize and celebrate milestones and contributions of kids, families, & team members
 - Follow up with visiting or absent families with care and intentionality
 - Provide spiritual support to families, kids, and team as needed
 - Communicate clearly & consistently with parents via email, newsletters, & social media
 - Meet regularly with supervisor and leadership for alignment and development
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2. Prepare Environments & Experiences for Evangelism & Discipleship

Design and execute impactful programming that helps kids know, love, and follow Jesus.

- Plan and prepare engaging curriculum for Sundays and Wednesday nights
- Lead and debrief weekly programming, ensuring consistency and impact
- Teach & lead classes when necessary, creating an inclusive, Jesus-centered environment
- Ensure rooms are fully prepared, safe, and welcoming each week
- Support and encourage team members during services
- Plan and execute key events such as VBS, Camp, SuperStart, and Family Nights
- Strategically set goals for upcoming discipleship, training, and outreach efforts
- Evaluate and refresh curriculum scope and sequence regularly

3. Manage Ministry Operations & Resources

Ensure all systems, logistics, and administrative functions run smoothly to support ministry goals.

- Prep classrooms with materials and manage weekly supply needs
- Maintain organized storage and ministry environments
- Coordinate errands, resource purchases, and supply restocking
- Submit weekly reports and attend team and staff meetings
- Track attendance trends and spiritual milestones
- Communicate scheduling and event plans with other staff and ministry teams
- Contribute to brainstorming and planning seasonal and outreach events
- Maintain flexibility to troubleshoot behavior, classroom issues, or last-minute needs

WORK ENVIRONMENT

- Regular schedule includes Sunday mornings, midweek programming, and team meetings
- Occasional evenings or weekends for events or team member meetings
- Team-based culture with collaboration across ministries

For more information, please go to our website, wentzvillecc.org, or contact Randy Diebel, Director of Ministries, at randy@wentzvillecc.org.

Elementary Minister: _____ Date: _____

Director of Ministries: _____ Date: _____

Senior Minister: _____ Date: _____