



LEXINGTON CHRISTIAN ACADEMY

FAITH • SERVICE • EXCELLENCE

PS & Elementary Spiritual Life Director

POSITION PURPOSE

The Spiritual Life Director is responsible for giving direction to the spiritual well-being and spiritual development of their campus in partnership with the other Spiritual Life Directors and their corresponding campuses. The Spiritual Life Director is to actively promote a school wide discipleship culture by ministering to and actively disciplining the student body in love and faith to deeper, meaningful relationships with our Lord Jesus Christ.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Plan the chapel program weekly.
 2. Design and revise a scope and sequence for the chapel program.
 3. Facilitate the involvement of students in CRAVE (4th-5th grades) each week through the CRAVE Crew (a student ministry volunteer group).
 4. Design, develop and lead the Spiritual Life Program for the PS/Elementary campus in coordination with the PS-1st grade chaplain.
 5. Plan and lead Foundations for 5th grade students.
 6. Assist teachers with Bible lessons for the 2nd-5th grade students, when needed.
 7. Assist PS/Elementary Principal in regards to providing spiritual guidance and discipline to the student body.
 8. Develop and lead spiritual life activities (i.e. National Day of Prayer, Bible studies, spiritual emphasis week, Christmas mission/service projects, etc.).
 9. Write an article for the weekly Campus Connection.
 10. Manage, edit, and update the CRAVE website each month.
 11. Meet with and report to the Spiritual Life Committee monthly.
 12. Member of the Elementary Leadership Team.
 13. Attend devotions and staff meetings.
 14. Keep Principal informed of decisions that directly affect the campus.
 15. Maintain good working relationships with other faculty.
 16. Keep accurate, written records in accordance with board policy and as directed by the campus principal.
 17. Plan and manage chapel budget.
 18. Maintain working hours as assigned.
 19. Follow all school policies as set forth by the school's Board of Directors.
 20. Follow all school procedures as set forth by the school's Head of School.
 21. Maintain confidentiality regarding matters of information related to students, parents, faculty or administration.
 22. Support the school's leadership to the parents and community in all written and oral communications.
 23. Perform other duties as assigned.
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QUALIFICATIONS:

Has received Jesus Christ as Savior.

Is committed to being a servant of God and demonstrates good Christian leadership and responsibility.

Maintain active personal relationship with Christ and regular involvement in evangelical local church.

EDUCATION/CERTIFICATION:

Minimum of college undergraduate degree BS or BA.

REQUIRED EXPERIENCE:

Preferred minimum of 4 years of post-college youth Christian experience in related areas of academics, ministry, missions or seminary.

SKILLS/ABILITIES:

Communications and interpersonal relationships. Possess a basic knowledge of the sound system and Media Shout program.

Acknowledgment:

I have reviewed my job description and I understand the duties, qualifications, and requirements and I am able and willing to perform them. I further agree to perform all duties to the best of my ability and to inform my immediate supervisor if I am unable to complete any of my job duties in a timely manner. I understand that my job duties and work assignments shall be based on the needs of the school and will be performed as directed by my supervisor and may change at the discretion of my employer. Further I have read and agree to abide by the expectations delineated in school policies, *Standards of Expectations for All Employees*.

Name

Signature

Date

TO APPLY:

Interested candidates should attach their saved **LCA Staff Application** .pdf and resume in an email to Julia Leopold, Director of Human Resources, jleopold@lexingtonchristian.org. The LCA Staff Application is available as a fillable .pdf on the right side of our employment webpage: <http://www.lexingtonchristian.org/about-us/join-our-team.cfm>.