

Preschool Ministry Director

Title: Preschool Ministry Director	FLSA Status: Exempt (Salary)	Ministry Hours: 25 hours (12 months)
Reports to: Family Ministries Director	Department: Pastoral Staff	Employment Status: Part-Time
Supervisory Responsibilities: Yes	Location: Rich Fork Baptist Church, Thomasville, NC	Date Created/Last Evaluated: 03/25/2020
<p><i>Objective</i></p> <p>The Preschool Ministry Director will be responsible to execute the preschool ministry at Rich Fork Baptist Church (birth to Kindergarten), as well as working together with members of the pastoral staff to integrate family-oriented discipleship and parenting initiatives throughout the church. The director will work alongside the current Family Ministry Director to create a cohesive ministry.</p> <p>The Preschool Ministry Director will report directly to the Family Ministry Director. This individual is responsible for approving decisions for the designated ministries under the Preschool Ministry Director's care (including curriculum, programming, processes, and budgets) as well as setting the direction for these ministries.</p>		
<p><u>Qualification Requirements</u></p> <p><i>To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><i>It is expected that the Preschool Ministry Director will work a minimum of 25 hours per week. Evening and weekend work will be required as job duties demand.</i></p>		
<p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none"> • Follower and disciple maker of Jesus Christ who is deepening their personal relationship with Jesus Christ and modeling this to others • Experience working with babies and children • Must have a passion for children, families and volunteers • Ability to teach, develop strategy, solve problems, and other management qualities • Excellent communication skills • High energy 		
<p><u>Preferred Qualifications</u></p> <ul style="list-style-type: none"> • College Education and Post College Degree Preferred • Previous children's or family ministry experience • Experience in leading children's ministry programs • Experience leading volunteers 		
<p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> • Leadership • Teamwork • Communication • Ongoing Spiritual Maturity 		
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Oversee Children's Ministries (birth to Kindergarten) by providing vision, organization, decision-making, curriculum, process development and program development • Coordinate with Family Ministry Director for planning and establishing ministry goals • Implement curriculum selected by Family Ministry Director • Recruit, train, and supervise volunteers for preschool ministries (Sunday morning classes, VBS etc.) • Create and maintain a budget for preschool ministry 		

- Maintain policy concerning preschool safety (request background checks, work with security team, monitor check-in/check-out procedures)
- Prepare and distribute lessons and materials to volunteers
- Participate in and promote the overall church calendar and seek to add to the health of a growing church with Christ-centered families
- Equip parents for leading Godly families by teaching classes/seminars, holding events, and providing resources
- Understand and oversee the vision for spiritual development from birth to Kindergarten of all children/students and facilitate the transition of preschoolers to Children's Ministries
- Care for volunteers through appreciation events
- Plan for events such as Child Celebrations, Parents Day Out, field trips, etc.
- Initiate and maintain relationships with parents of babies and preschoolers
- Communicate updates and info to parents of children of by newsletters and email

Spiritual Development

- Must be a committed, practicing born again Christian
- Exhibits the fruit of the Spirit (Galatians 5)
- Practice and teach personal evangelism
- Lives a faithful commitment to prayer and the Word
- Must demonstrate Godly character, personally and professionally
- Exhibits a heart of compassion, humility, is trustworthy, and is a servant
- Recognize the importance of discipleship in growing the depth of students and their families

Supervisory Responsibilities

- Recruit, train, and lead volunteers in the preschool ministry
- Oversee that cleaning and sanitizing measures happen weekly by volunteers

Staff Church Relationships

- Attend a worship service each Sunday
- Develop and maintain relationship with church members and staff
- Weekly meeting with staff leadership
- Quarterly planning session with preaching pastor(s)
- Lead, influence & participate in special projects or committees
- Keep emails and calendar current
- Make regular hospital and ministry visits
- Gain understanding of Planning Center Database and Ministry Software
- Communicate plans & strategies across departments & to the leadership team
- Promote, support and abide by Rich Fork Personnel Handbook

Training

- Attend training as needed for continued growth and development as related to curriculum, programming, discipleship

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must lift and/or move up to 30 pounds.

Work Conditions

Majority of this position is worked inside an air-conditioned office and worship facilities. Limited travel is expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.