

## **Minister/Director of Preschool and Children Job Description**

Reports to: Education - Administrative Pastor

Date: Oct. 20, 2021

### Principal Function

Plan, administer, coordinate, supervise and evaluate a comprehensive, active, and dynamic ministry for children ages birth through 6<sup>th</sup> grade.

### Education Requirements

4-year college degree; and

Seminary degree or significant course work or life experience

### Experience

- A minimum of three years experience shall be required working with children in a significant capacity to include but not limited to a church capacity.

### Qualities and Qualifications

- Must adhere to the doctrine of the Southern Baptist Convention as set forth in the Baptist Faith and Message 2000.
- Possess experience working in a mid-level to large size church or similar setting.
- Demonstrate a proven track record of building strong and meaningful relationships with all members of a church organization.
- Demonstrate a proven track record of planning and execution on a high level as it relates to regular programming and or significant pre-planned events.

### Specific List of Responsibilities

- It is understood that a great deal of time will be spent face to face with children and families building relationships, encouraging them to become established as Christian believers, and developing spiritual maturity.
- Provide Bible studies for all children during Sunday morning Small Groups. This would include planning for space, selection of curriculum and other resources to be used and the recruitment, training and monitoring of Small Group workers.
- Plan and provide activities for children, recruit, and coordinate sufficient volunteer workers to help supervise these activities. Examples of these activities include the following;
  - Vacation Bible School
  - New Believers Class
  - AWANA
  - Good News Club for Joelton Elementary School
  - First Grade Bible Luncheon
  - Harvest Festival
  - Upward Basketball Ministry
  - Summer Day Camp
  - Mission Trips
  - Trips and Camps

- Oversee the use of program materials, equipment, supplies, and space by children in all church programs.
- Coordinate fund raising events to provide scholarships for summer activities.
- Provide pastoral care and support to children and their families.
- Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling logistics in the children's ministry and in support of overall church functions.
- Supervise and work with the Children's Ministry Associate, giving guidance and direction to weekly duties and responsibilities.
- Oversee and supervise the weekday Preschool and Mother's Day Out (MDO) programs including the Preschool Director and all paid staff, maintaining a level of excellence and integrity. Act as the authorized staff member in all matters involving the State of Tennessee as needed.
- Lead Preschool Chapel for the children in the weekday Preschool program.
- Prepare an annual budget for recommendation to the Budget and Finance Committee.
- Arrange child care for special events within the parameters of the Child Care Policies.
- Create and provide the Kids Worship Folder for each week's worship services that engages and leads them in a better worship experience.

#### Other General Responsibilities

- Cooperate with the Senior Pastor and other staff members in promoting the entire ministry plan for First Baptist Church Joelton.
- Attend weekly staff meetings.
- Be present at all churchwide functions.
- Provide information for printed and online use in First Baptist Church Joelton publication relating to the children's ministry.
- Adhere to church approved guidelines as set forth in First Baptist Church Joelton's Bylaws and Policies and Procedure Manual.
- Coordinate all Preschool and Children's activities and events with the master church calendar.
- Perform other duties as assigned.

#### Basic Personal Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- Be a spiritual leader to your household.
- Develop personal evangelism opportunities within and outside the church.
- Financially support the ministry of First Baptist Church Joelton in a biblical fashion.