

First Baptist Church – Joelton

Job Description – Associate to Minister to Preschool and Children

Department: *Preschool and Children's Ministry*

Reports to: *Minister to Preschool and Children*

Effective Date: *January 2008*

Job Grade: *Part time (20 hours weekly)*

Ministry Duties

The Associate to the Preschool and Children's minister will perform ministry duties associated with the Preschool and Children's ministry (such as, Extended Session recruitment, scheduling, and preparation of materials, Sunday School, Special events, etc.). The Minister to Preschool and Children will supervise this position.

Program Ministries

- Oversee all aspects of the Extended Session 11:00 Hour on Sunday mornings, which includes, but not limited to; enlistment, scheduling and curriculum.
- Act as shift supervisor for the preschool wing during the 8:30 and 9:30 Sunday School sessions on Sunday mornings.
- Will be staff liaison for all Preschool teachers and workers for the Minister of Preschool and Children.
- Conduct training and Ministry application procedures for all new workers and teachers in the Preschool section of this ministry.
- Assist with AWANA on Sunday Evenings.
- Lead and assist the Minister of Preschool and Children with activities related to but not limited to Wednesday Night Live.
- Assist with Sunday School curriculum preparation for all areas of Preschool and Children's Ministry.
- Maintain and provide information for ordering of supplies for the Resource Room.
- Assist with visitation and hospital delivery of Newborn Baskets with the Minister to Preschool and Children.
- Assist with training and maintaining of Parent Pager Check-In System.

Special Events

- Will assist the Minister of Preschool and Children in the planning and execution of all special events related to First Baptist Church of Joelton. These would include but not limited to Fall Festival, First Grade Bible Luncheon, Vacation Bible School, CentriKid, etc.
- Assist in coordinating all special emphasis, like Mother's Day, Father's Day, other special holidays with the Minister to Preschool and Children.
- Attend special training and conferences to enrich and enhance the ministry at First Baptist.

Weekly and Monthly Projects

- Maintain all supplies in all Preschool Rooms.
- Disinfect all Preschool rooms in preparation for Sunday usage. These include puzzles, toys, books, cribs, and bedding.
- Maintain and coordinate with Minister to Preschool and Children all bulletin boards.
- Maintain all supplies for Parent Pager check-in system.
- Inventory and restock of Resource Room.

Other general responsibilities:

- Cooperate with the Senior Pastor, Board of Directors, Deacons, and other staff members in promoting the entire ministry plan of First Baptist Church Joelton.
- Work in tandem with the Minister to Preschool and Children to promote a healthy and vibrant ministry to all families and guests of First Baptist Church of Joelton.
- Give full support to the Unified General Operating Budget of First Baptist Church Joelton and work with the Minister of Preschool and Children to maintain budgetary guidelines
- Other duties as assigned..

Requirements:

- Must have at least one year prior experience with children and/or preschool.
- Must have computer skills including knowledge of Windows/Microsoft Office; emphasizing in Microsoft Word/Publisher
- Must have the ability to lead small and large group sessions
- Must be able to pass a background check and drug test.