

WOODMONT BAPTIST CHURCH

Job Description

November 26, 2018

MINISTER OF PRESCHOOL/CHILDREN

Principle Function:

The Preschool/Children's Minister is responsible for assisting, planning, leading, organizing, coordinating, and evaluating the ministry of preschoolers, children, and their families.

Reports to the Senior Pastor.

Responsibilities:

- Identify and assess the needs of preschoolers and children at Woodmont Baptist Church
- Establish, lead, and disciple the Preschool/Children's Ministry Team in planning, organizing and evaluating activities
- Advise in the use of program materials, equipment, and supplies to aid in a well-balanced preschool/children's ministry.
- Supervise, direct, establish, and maintain policies and guidelines for all preschool and children's activities.
- Lead in developing an annual calendar to include special activities, projects, and events such as Vacation Bible School, camps, and other ministry-related activities.
- Work with all children's programs to ensure that parents and children are informed, directed, and helped in any way necessary.
- Identify, train, and support lay leadership interested in and committed to the Preschool/Children's Ministry at Woodmont Baptist Church.
- Work with other church organizational ministry leaders to develop an annual budget.
- Establish and implement security practices and measures for all children's programs and activities both on and off campus including medical release forms and permission-to-travel forms. This includes camps and retreats and the transportation of children and responsible chaperones. On-campus responsibilities include clear communication between Children's Department and the Woodmont Baptist Church Security Team.

- Maintain accurate records and proper applications/background checks and keep a record of all volunteers who work with children.
- Attend weekly staff meetings and all outreach activities and/or visitation assignments.
- Secure, supervise, and evaluate the work of paid children's church and nursery workers.
- Keep informed of current early childhood and elementary education methods, trends, materials, promotional ideas, technology, and administrative techniques, utilizing them where appropriate.
- Create and develop ways to support, encourage, and equip parents for their role in developing their own faith and discipling their children's faith.
- Participate in on-going professional development opportunities.
- Serve on the Church Council.
- Basic Personal Responsibilities:
 - Maintain a vital and growing personal walk with the Lord through committed Bible study and prayer.
 - Maintain proper priorities in the home and be a spiritual leader in your home.
 - Develop personal evangelism opportunities within and outside the church.
 - Financially support the works of ministries at Woodmont Baptist Church by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%.
- Perform other duties as assigned.