

Part-time Director of Preschool Ministries

Primary Function:

The Director of Preschool Ministries is responsible for leading the church to provide an effective, foundational ministry to preschoolers and their parents in a safe and loving environment.

Responsibilities:

- 1) Coordinate and foster unity of purpose among the church's ministries to preschoolers (e.g., preschool LifeGroups, Music & Missions, Vacation Bible School, childcare) and provide guidance and support to the leaders of each of these ministries.
- 2) Lead the church's preschool ministries to maximum effectiveness through constant evaluation, communication, and redirection.
- 3) Keep abreast of current preschool ministry trends and curriculum changes through ongoing training, networking, and research to make appropriate recommendations for the church.
- 4) Work with preschool ministry coaches in enlisting workers for their areas as needed.
- 5) Involve preschool leaders and workers in regular training opportunities to enhance their effectiveness in ministry and to develop a leadership pipeline.
- 6) Evaluate and assign appropriate preschool classrooms at the beginning of each new LifeGroup year and begin new preschool units as needed.
- 7) Work with the Resource Coordinator/Preschool Administrative Assistant to order and maintain all resources used by the preschool ministries of the church, responding to requests from preschool workers and overseeing the management of the preschool resource room.
- 8) Recommend the annual preschool ministries budget to the Finance Committee and track expenditures to ensure that ministries stay within budget.
- 9) Oversee a security system to be used by leaders and parents of preschoolers to provide safety for the child and to fulfill the legal obligation of the church.
- 10) Be responsible for communicating, updating, distributing, clarifying, and enforcing the policies used in the Preschool area to both leaders and parents.
- 11) Provide an effective way of welcoming visiting parents of preschoolers through the Preschool Welcome Center.
- 12) Ensure that follow-up contacts are made and appropriate preschool information is given to parents of visiting preschoolers to reach entire families.
- 13) Arrange for congratulatory gifts as well as preschool ministry orientation resources to be delivered personally to families with new babies.
- 14) Organize all aspects of Parent Child Dedication (e.g. setting dates, promotional information, communication with parents, purchasing, creating and packaging gifts and baby Bibles as well as communicating with the Pastor and Worship Tech team to provide them with necessary information prior to each dedication) and assist the Pastor during the dedication service.



- 15) Provide ongoing help, resources, and training opportunities for preschool parents as they seek to nurture and train their children spiritually.
- 16) Arrange for and purchase needed furniture/permanent items for preschool classrooms.
- 17) Ensure that visual displays (i.e. Birthday board, unit of study information, etc) on the preschool hallway are up to date and represent a commitment to excellence.
- 18) Monitor the appearance, tidiness, and age-appropriateness of preschool classrooms, the Depot Large Group area and Depot shops on a regular basis.
- 19) Work with the Paid Childcare Coordinator as needed to assign rooms for childcare on the preschool hallway.
- 20) Report directly to the pastor.
- 21) Maintain part-time office hours during the week to be determined in consultation with the pastor.
- 22) As a member of the ministry staff, attend weekly staff meetings to provide a voice for preschool ministry in the overall planning of the church.
- 23) Perform other duties as assigned by the pastor.

Hours and Pay:

This part-time position is considered 2/3 time – approximately 26-28 hours per week. Salary range: \$30,000-\$45,000 depending on experience, training, and expertise.

To Apply:

Please submit your resume (make sure to include references) to staffing@ebclife.net. Also, please include a cover letter explaining your interest in the position and the reason that you may be a good candidate.