

Position Title: Director of Preschool Ministry

Ministry Area: Kids Ministry

Reports to: Pastor of Kids Ministry

FLSA Status: Part-time; Non-exempt

Classification: Support Staff

Ministry Purpose:

Our mission at Fellowship Kids is to partner with parents and point kids to Jesus. We want to come alongside parents and support them in laying a spiritual foundation that leads to a personal relationship with Christ.

Position Overview:

- The Director of Preschool Ministry will recruit, direct, coordinate, and guide the Early Childhood areas (3 to 4 ½ years of age).
- This position will provide training, leadership, and supervision of all volunteers involved.
- This is a part-time position working approximately 29 hours per week, including Sunday morning responsibilities.

Essential Duties and Responsibilities:

- Understand the Mission, Purpose and Core Values of Fellowship church and maintain behaviors that are consistent with them.
- Lead our church's disciple-making ministry to preschool-aged children, creating environments where children can learn God's Word and be pointed to Jesus
- Recruit, train, develop, schedule, and shepherd ministry teams for Preschool classrooms during each Sunday session
- Provide leadership and oversight of the Preschool area every Sunday morning, serving as a resource to volunteers and ensuring classrooms are fully staffed and prepared for ministry
- Equip Preschool teachers, leaders, and volunteers with vision, direction, training, and ongoing support
- Recruit, interview, supervise, pray for, mentor, encourage, and develop volunteers and staff serving within Preschool Ministry
- Develop and implement age-appropriate curriculum and teaching materials that support the spiritual and developmental needs of preschool-aged children
- Coordinate curriculum materials, classroom supplies, and resources with the Resource Coordinator, ensuring classrooms are prepared for each Sunday session
- Lead and oversee Preschool Praise, including recruiting, training, and supporting the volunteers who serve in that aspect of ministry
- Maintain organized, welcoming, safe, and ministry-ready Preschool classrooms, including developing systems for classroom organization, supplies, and periodic cleaning of toys and materials.

- Partner with the Kids Ministry team to plan and implement leadership training for Preschool staff and volunteers
- Develop opportunities to connect with and support parents of preschool-aged children
- Build relationships with Preschool families and provide care, communication, and support as appropriate
- Participate in weekly Kids Ministry Staff meetings and in church leadership meetings as requested
- Collaborate with the Kids Ministry team on ministry-wide events, outreach opportunities, programs, and initiatives
- Contribute to the overall health, vision, and mission of Kids Ministry

Position Requirements:

- We expect this person to have a passion to see the lives of children changed as they encounter Christ.
- Gifts of leadership and administration are strongly recommended.
- This person should be committed to the mission and values of Fellowship Church and in agreement with Fellowship Church's Statement of Faith.
- Must pass background check and complete SafeKids training

Ministry skills and competencies

- Excellent with people and able to form relationships with those in the ministry.
- Must work well with a team and possess vision for the direction of Kid's Ministry as a whole.

Language Skills (read, analyze, interpret, write effectively, present, etc.)

- Must demonstrate excellent writing skills especially grammar and proofreading.

Computer Skills

- Working knowledge of (or ability and willingness to learn) Microsoft Office programs, especially Outlook Email, also Word and Excel

Physical Requirements (with or without accommodation):

- Regularly required to sit; use hands to handle or feel and talk or hear.
- Frequently required to reach with hands and arms.
- Frequently required to stand and walk
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds

The intent of this position description is to provide a representation of the types of duties and responsibilities that are required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.