

**PERFORMANCE AGREEMENT  
DIRECTOR OF PRESCHOOL and CHILDREN  
ASHLEY RIVER BAPTIST CHURCH**

**Principal Function:** The Minister of Preschool/Children is responsible for the development and promotion of a comprehensive program of religious education, ministries and activities for children, birth through the sixth grade.

**Job Classification:** This position is an exempt (salaried) and full time position.

**Working Relationship:** The Minister of Children/Preschool works under the supervision of and reports to the Senior Pastor.

The Minister of Children/Preschool relates to and coordinates with:

the ARBC church staff, the Personnel Committee, and related church councils and committees in planning, scheduling, and directing the children/preschool program and ministries of the local church

the Child Development Center in coordinating ministry and outreach activities but is not responsible for the CDC in any administrative or supervisory capacity.

the Congregation and community at large in planning, scheduling, and directing the children/preschool program and ministries of the local church.

**Responsibilities:**

- Develop, Coordinate, implement and oversee all aspects of the preschool and children's educational and ministry program including but not limited to Sunday School/Bible Study, Discipleship Training, Mission Education, Vacation Bible School and weekday activities to ensure a smoothly operating, safe and effective program.
- Cast the vision for the ministry, and develop and communicate mission and goal
- Develop/maintain policies for all children's programs
- Develop creative and exciting programs, ministries and activities for children, which are designed to nurture each child's spiritual growth and discipleship through sound Biblical teaching, caring, fellowship and fun.
- Assure that the church is offering age appropriate experiences with Scripture, worship, and service throughout the childhood years while being an encouragement and a resource to the parents in their role as their child's primary spiritual teacher.
- Continually evaluate programs and events to ensure excellence and alignment with church mission.
- Prepare and administer the childhood education budget and work with Children's Council to determine specific needs. Oversee the spending and make recommendations as needed.
- Supervision and care of lay teachers and other volunteers for children's programs and a part time paid coordinator for Babysitting

- Develop creative methods to successfully recruit, develop, encourage, train and retain Sunday school teachers and other leadership for the various organizations, programs and events in the preschool and children's area.
- Develop and deliver various training and information sessions for teachers and volunteers
- Lead the workers in this area in a systematic program of visitation.
- Plan and coordinate ARBC outreach and ministry activities with and through the Child Development Center.
- Develop, organize and continually enhance programs/activities for attracting and welcoming visitors in which children and parents feel comfortable and safe
- Review and select curriculum and develop programming that creates exciting learning and relational environments through a variety of programs/activities for children and families that employ music, drama and multi-media aids.
- Supervise curriculum issues and the transition between one age group to another and transitions to the Youth Ministry
- Serve as Sunday School onsite coordinator (greet parents/kids, circulate among classrooms, troubleshoot issues, etc.)
- Integrate liturgical year events and special church emphases into all programs, including use of music/theatrical activities
- Maintain supplies/materials for all children's programs
- Plan and conduct special projects and activities for children such as mission trips, retreats, camps, social activities, summer programs, etc.
- Coordinate, plan and supervise Children's worship services such as Power Time, Children's church, etc.
- Administer any weekday activities, such as Mothers' Day Out, special events needing the nursery or childcare.
- Arrange and supervise all paid child-care personnel.
- Participate in training opportunities designed to maintain and grow the necessary skills to keep up-to-date on the latest materials and methods in preschool and children's work.
- Be available to counsel and pray with children regarding spiritual matters.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Contribute to the team spirit of the staff and ministry team through fellowship, encouragement, cooperation, prayer support and other appropriate ways.
- Serve as staff advisor for church committees as assigned by the pastor.
- Perform other duties and cooperate and participate in the coordinating and planning of special services as assigned by the Pastor.

**Requirements: Knowledge, Skills, Abilities:**

- Must be a professing Christian who demonstrates the love of Jesus Christ as well as a level of spiritual depth and maturity.
- A seminary degree or equivalent level of training and experience is preferred.
- Minimum of 3 years experience as a ministry Leader or Director of Children's Ministry
- Should have an understanding of all areas of child development and an understanding of the special needs and learning styles of children, including faith and moral development.

- A high-energy, enthusiastic individual with a calling and passion for children
- Must have a love and passion for children's ministry and relate well to children.
- Preferably should have a love and passion for music and for the praise and worship of God.
- Must have an understanding of the Biblical nature and purpose of Worship.
- Must good people skills including the ability to relate and give direction to children's workers and leaders.
- Must have a genuine love for people and be able to relate to them on a personal level.
- Must be a Spirit led person of integrity demonstrating Christian character and self control.
- Must be able to maintain a certain number of office hours.
- A person of strong Christian faith who lives their faith and leads by example. A servant heart, willing to serve the needs of the church community
- Excellent interpersonal, leadership and communication skills. Competent in speaking to large groups of parents/teachers, etc. Strong teamwork and collaboration skills
- Demonstrated excellent administrative and organizational skills; sound judgment and decision making skills
- Exceptional creativity and resourcefulness
- Preferred knowledge of the Baptist faith and practice.
- Experience with large scale volunteer recruitment and training/development activities; successful at managing and inspiring laity in their ministry
- Ability to achieve goals working independently without heavy supervision
- Able to manage a yearly program budget and make recommendations
- Able to teach a class at any level in an emergency
- Requires the ability to listen effectively and to communicate clearly, both orally and in written form.
- Requires basic ability to use computer software, such as Word, PowerPoint, and Outlook, etc.
- Requires ability to speak, read and write English.
- Requires commitment to biblical Christian principles and teachings both professionally and personally.
- Requires sufficient good health to discharge duties properly.
- Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
- Requires passing criminal, financial and sexual misconduct background checks.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_