



For more information or to submit a resume, please contact
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JOB DESCRIPTION

PRESCHOOL & CHILDREN'S MINISTER THE CHURCH AT AVENUE SOUTH A Regional Campus of Brentwood Baptist Church

Department: Avenue South
Reports to: Campus & Teaching Pastor
Job Status: Part-time (20 hours)
FLSA Status: Exempt
Effective Date: Immediately
Primary Ministry Campus: Avenue South

SUMMARY

The Preschool & Children's Minister is responsible to the church, under the direction of the Campus & Teaching Pastor for developing a comprehensive, biblically-based ministry for children – birth through 5th grade. The role is designed to fit within the overall church vision for spiritual formation of our preschoolers and children that is biblical, comprehensive and consistent with an approach to equip parents to be the primary disciple-makers of their children.

PRIMARY JOB RESPONSIBILITIES may include but are not limited to the following:

- Cast vision & implement strategies for discipling preschoolers and children, as well as equipping parents as primary disciple-makers in the home.
- Evaluate & ensure that all curriculum is biblically-based, age-appropriate and BBC approved.
- Identify, recruit and enlist a consistent flow of leaders and volunteers for the ministry.
- Maintain oversight of all ministry-related policies & procedures for volunteers, including the maintenance of background checks for all adults serving/working with minors.
- Plan and conduct, at regular intervals, leadership training for new & existing teachers and volunteers (including safety & security policies & measures).
- Establish a ministry team of parents to help aid and contribute to the implementation of strategy, which should include parental feedback & input which might benefit the ministry.
- Ensure consistent communication with parents about ministry goals & strategy.
- Provide oversight & accountability for the Preschool & Children's Ministry budget.
- Work collaboratively with the campus Childcare Coordinator to identify, hire and manage the appropriate level of volunteer involvement as well as paid childcare workers.
- Be available to talk with children and families in matters of salvation, baptism, and provide pastoral care or concern for personal and family concerns.

OTHER RESPONSIBILITIES may include but are not limited to the following:



- Attend weekly campus staff meetings and quarterly church-wide staff meetings.
- Complete monthly & quarterly forms and reports in a timely and concise manner.
- Mobilize volunteers to ensure the proper set-up of classrooms for any Sunday or mid-week programming (including oversight of ordering & maintaining supplies & resources).
- Establish & maintain strategy to ensure healthy promotion of children & families into the Student Ministry.

COMPETENCIES AND TRAITS:

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

Management

- Effective in directing both resources and volunteers towards the accomplishment of goals
- Maximizes personal effectiveness by focusing on “must-dos” tasks
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes

Team Contribution

- Demonstrates flexibility, adapts well to changing priorities or situations
- Self-directed and proactive in accomplishing tasks without significant oversight
- Is willing to take on additional responsibilities with a “can-do” attitude
- Collaborates well with others to accomplish group tasks

Team Communication

- Clearly conveys expectations and priorities to volunteers
- Uses written and verbal communication in a way that accomplishes intended results
- Adheres to commitments, schedules and deadlines
- Functions well in a team environment, regularly shares information and solicits feedback from others

Pastoring/Shepherding

- Demonstrates Christ-likeness and a commitment to personal spiritual growth
- Leads volunteers by serving and not by asserting control
- Utilizes emotional intelligence, is emotionally available to those he/she leads
- Invests in the development of others around him/her

Self-Development

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the necessary knowledge, attitudes, skills and habits necessary to be successful in this role
- Teachable spirit with a desire to learn and grow
- The gap between the current job description and the employee’s current abilities is appropriate and allows for future growth

QUALIFICATIONS:



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- A personal sense of calling from God to vocational Christian ministry in general and to this particular area of ministry.
 - Can identify closely with the mission, values, vision, theology, philosophy and methodology of Brentwood Baptist Church.
 - A mature Christian who demonstrates the Fruits of the Spirit, is growing in their faith and is committed to spiritual disciplines such as Bible reading, prayer.
 - Proven ability to function well in a team environment and lead a team of paid & volunteer leaders.

EDUCATION & EXPERIENCE:

- Minimum of a Bachelor's degree is required.
- Minimum of 3-5 years' experience ministering or serving in a volunteer leadership role with preschool and/or children in a local church setting.
- Or equivalent combination of education and experience.

All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of the Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist "DNA" while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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