



For more information or to submit a resume, please contact
Jay Fennell, Discipleship and Connection Minister
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JOB DESCRIPTION

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

Department: Nolensville
Reports to: Discipleship and Connection Minister
Job Status: Part-time, 20 hours per week
FLSA Status: Exempt
Effective Date: Immediately

SUMMARY

The Preschool & Children's Minister is responsible to the church, under the direction of the Discipleship and Connection Minister, 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:

- Plan specific ministry activities and programs to meet the needs of children and their families.
- Ensure that all children's educational materials are Biblically-based, age-appropriate, and BBC vetted and approved.
- Coordinate recruiting, enlisting, vetting and training of all preschool/children's ministry workers.
- Plan and conduct leadership training for new teachers and volunteers.
- Ensure compliance to all BBC policies and procedures related to safety and security of children including the vetting of volunteers.
- Identify, hire, and manage the appropriate levels of paid preschool staff.
- Due to the Part-Time nature of this position, this individual is expected to form, equip, train, and utilize Preschool and Children's Ministry teams to aid in adequate implementation. This position will also have the availability (in many cases) to manage and oversee a ministry intern.
- Serve as a counselor with children and families in matters of salvation, baptism and in personal and family concerns.
- Provide pastoral care for those serving in preschool and children's ministries.
- Oversee the Preschool & Children's Ministry budget.
- Using current Acts 1:8 campus objectives and goals, work with Nolensville ministry team and Nolensville campus staff to include children's ministry functions as part of the strategy.
- Oversee the needs of the childcare ministry of the church, coordinating childcare for church events and groups and managing paid and volunteer childcare workers.



- Fully support families and work with others at the Nolensville campus and BBC through @ Home initiatives as we connect the church and home partnership.

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

- Collaborate with Nolensville Campus & Teaching Pastor, other staff and a volunteer leadership team to develop a comprehensive, birth – high school discipleship plan.
- Collaborate with Preschool and Children’s ministers at other BBC campuses regularly for general feedback, ideas, and counsel.
- Give planning and direction to special events such as Vacation Bible School, Camps, and Mission efforts.
- Attend all required staff meetings and complete forms and reports in a timely and concise manner.
- Must have flexibility to accept and execute other duties as assigned.

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:

- A personal sense of calling from God to vocational Christian ministry in general and to this area of ministry in particular.
- 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.
- The proven ability to identify, equip and lead a team of volunteers.
- Ability to collaborate, cooperate and function well in a team environment.
- Demonstrates strong written and verbal communication skills.
- Ability to form and lead volunteer teams by casting vision and organizing skills and talents of team members.

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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