

— Preschool Ministry Director —

Job Description

FIRST BAPTIST CHURCH OF WENTZVILLE, MO

REPORTS TO:

Discipleship and Communications Pastor

PEERS WITH:

Other Director Level Positions

POSITION TYPE:

Part-Time Salaried, 15 hours/week (flexible schedule)

PURPOSE OF THE POSITION:

The Preschool Ministry Director helps FBCW lead each family and every generation to know and follow Jesus by leading FBCW's ministry to preschoolers (birth-K) and their families.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Brainstorm, cast, and implement vision for FBCW's Preschool Ministry.
- Determine and implement effective strategies for helping preschoolers and their families feel safe at FBCW.
- Recruit, equip, mobilize, and provide ongoing support for a team of preschool ministry volunteers.
- Administrate FBCW's weekly Preschool Ministry environments on Sunday mornings and Wednesday nights.
- Oversee FBCW's Preschool Ministry budget and expenses.
- Determine (or develop) and implement curricula for all pertinent Kids Ministry environments.
- Foster a ministry partnership with parents in the discipleship of their preschoolers.
- Develop and administrate FBCW's yearly and seasonal Preschool Ministry programs and events.
- Administrate FBCW's programming for preschoolers during Vacation Bible School.
- Keep the church and parents informed of all Preschool Ministry related items throughout the year.
- Manage attendance and visitor engagement processes for the Preschool Ministry.
- Manage supplies for the Preschool Ministry.
- Oversee the use of all Preschool Ministry spaces to ensure proper guidelines are followed.
- Implement and enforce child safety measures within the Preschool Ministry.
- Coordinate childcare as necessary for events outside of Sunday mornings and Wednesday nights.
- Prepare for and attend meetings as scheduled with direct report.
- Other duties as assigned.

COMPENSATION:

Full-Time and Part-Time ranges available upon request.

QUALIFICATIONS:

- Be a member of FBCW or be willing to become a member.
- Align with FBCW's beliefs, missions, and values.
- Have previous experience serving on staff or as a volunteer in a kids / preschool ministry or related ministry.