

FIRST BAPTIST CHURCH ST. FRANCISVILLE, LA
Preschool and Children's Ministry Leader
Job Description

OVERVIEW

The Preschool and Children's Ministry Leader is responsible for coordinating and overseeing all programs at FBCSF for children in the nursery through 5th grade. The leader works with the elders to plan and to implement the disciple-making strategy for the preschool and children's ministry area. This is a part-time position, requiring approximately 14-20 hours per week, between the office, weekly services, and special events. The leader reports directly to the Senior Pastor.

QUALIFICATIONS/SKILLS

- Must join as a member of FBCSF
- Active, growing personal relationship with Jesus Christ
- Passion for children and families
- Reliable, self-motivated and organized
- Cooperative relationship with church staff, members and volunteers
- Effective communicator

RESPONSIBILITIES

Preschool Ministry

- Planning and oversight of all Sunday morning and Wednesday night preschool children's activities, including but not limited to curriculum selection, material preparation, volunteer management, and coordination of paid nursery staff
- Recruiting, training, and oversight of preschool children's ministry volunteers and staff
- Managing preschool children's ministry budget and nursery staff budget
- Assisting volunteer leaders of other special preschool children's programs (VBS, etc.)
- Maintaining preschool children's attendance records
- Working with elders to develop and implement outreach plans for prospective families
- Attending church wide events when preschool children will be in attendance

Children's Ministry

- Planning and oversight of all Sunday morning and Wednesday night children's activities including, but not limited to, curriculum selection, material preparation, etc.
- Recruiting, training, and oversight of children's ministry volunteers
- Managing children's ministry budget
- Maintaining regular communication with parents and church members regarding upcoming children's activities
- Assisting volunteer directors of other special children's programs (VBS, etc.)
- Maintaining student records through connect cards
- Working with elders to develop and implement outreach plans for prospective families