

Ministerial Job Description Mt. Zion Baptist Church

Title: Minister of Preschool

Reports To: Senior Pastor

Principal Function: The Minister of Preschool is responsible to the Senior Pastor for the development, promotion and implementation of a comprehensive process of religious education for preschool, birth until the child enters kindergarten.

Responsibilities:

1. Serve as a member of the pastoral ministry team, being active in visitation, evangelistic outreach, hospital ministry, and other activities reflective of pastoral care.
2. Lead the planning, coordination, implementation, and evaluation of a comprehensive preschool ministry.
3. Coordinate this ministry with the calendar and emphasis of the church.
4. Work with the Nominating Committee and other appropriate leadership groups in enlisting, training, and developing leadership for the various organizations and ministries in the preschool area.
5. Involve the workers in Sunday School leadership positions in a systematic program of visitation.
6. Superintend the Weekday Education Program, to include overall planning and direction.
7. Plan and implement various training and equipping events and programs for parents of preschool.
8. In consultation with the appropriate ministerial staff and lay leadership, prepare an annual Preschool Ministry budget to be recommended to the Budget and Finance Committee and supervise the expenditure of the approved budget during the year.
9. Serve as a member of the Education Ministry Team under the leadership of the Minister of Education and Administration.
10. Perform other duties as assigned by the Senior Pastor.