

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment: Director of Preschool & Children's Ministry

Job Title: Director of Preschool & Children's Ministry **Department:** Preschool & Children

Hired By: Downtown Minister of Campus Development

Reports To: Minister of Campus Development

Location: Downtown

Status: Full Time Exempt

Proposed Employment Category: IIB

Summary of Position: This position will be responsible for developing leaders, implementing programming and leading teams for the Downtown Preschool & Children's Ministry.

Purpose: To make disciples, recruit, and train leaders, create and manage ongoing programs, and invest in preschool & elementary-aged children to grow in greater maturity in their walk with Jesus.

Duties and Responsibilities:

All things associated with the Downtown Preschool & Children Ministry, including, but not limited to...

1. Develop and execute Life Bible Study, Worship, and MidLink programs, including selecting or developing biblical and relevant curricula, and overseeing their proper use within each ministry area
2. Recruit, interview, and train all prospective staff, teachers, greeters, coordinators, substitutes, and volunteers to ensure all programming is run safely and effectively
3. Provide ongoing support, communication, encouragement, and training for all the above roles and leaders
4. Continually growing in knowledge, current practices, trends, etc. to effectively reach and minister to current Preschool & Children community
5. Oversee strict adherence to HFBC policies and procedures regarding children's safety, including review of building safety standards and ensuring the CYSNA Process is implemented for all Preschool & Children's ministry staff and volunteers
6. Ensure each ministry space and classroom is safe and ready for ministry
7. Ensure that all Preschool & Children's ministry staff and volunteers are equipped to share the gospel in practical and age-appropriate ways with children
8. Plan and lead the implementation of special events such as Mothers'/Parents' Day Out, Summer Camps, Vacation Bible School, etc.
9. Plan and lead the implementation of equipping children to share the gospel through age-appropriate evangelism training and teaching
10. Equip parents on relevant topics via resources, offering classes/workshops, or other means
11. Coordinate & lead Parent Commitment services, in collaboration with Worship Leader and Campus Pastor, including teaching the Parent Commitment class

12. Coordinate childcare for MidLink and other special events when needed
13. As part of Downtown staff team, ensure alignment of Preschool & Children's ministry to the mission, vision, values, and strategy of Houston's First
14. As part of Downtown staff team, support and participate in campuswide events and initiatives outside of department area
15. Collaborate with Preschool & Children's ministry staff from other campuses for churchwide events and initiatives related to department area
16. Support and participate in churchwide events and initiatives
17. Other duties as assigned by Campus Pastor and Minister of Campus Development

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: | <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office |
| | <input checked="" type="checkbox"/> MS Outlook | <input checked="" type="checkbox"/> MS Excel |
| <input checked="" type="checkbox"/> Other: <u>Google Chrome, Google Drive, One Drive, Rock Membership Software</u> | | |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

- | | |
|---|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input type="checkbox"/> Administrative Experience |
| <input checked="" type="checkbox"/> Personnel Management experience preferred | |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: Click here to enter text. |

Organizational Relationships: Reports to Downtown Minister of Campus Development

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 40 hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
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☒ Continuing Education

☐ Specialized training

☒ Occasional travel

Prepared By: Peter Lee

Title: Minister of Campus Development Downtown

Date Prepared or Revised: May 2, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name