

# First Baptist Church of Murfreesboro, TN

## Minister to Preschool / Children – Job Description

The Minister to Preschool / Children is a person called by God to work collaboratively with the congregation and staff to serve children and their families. This is a full time position and the principal function is to lead in the development of a comprehensive ministry of Christian spiritual formation and discipleship to equip and support families in reaching, caring for and nurturing children in the Christian faith.

The responsibilities of this position include the following:

1. **Sunday Morning Worship Care** – Coordinate staffing and care for babies-pre k during Sunday worship services.
2. **First Kids Worship** – Support staffing, training and provide resources for transitional worship time for K-1<sup>st</sup> graders.
3. **Preschool and Children's Sunday Morning Bible Study (Babies-5<sup>th</sup> grade)** – Oversee the Sunday Bible Study ministry seeking to work collaboratively with the preschool and children's Bible study directors and teachers.
4. **Wednesday Children's Ministry** – Work with other pastoral staff and lay leaders to develop and provide a Wednesday ministry that helps preschoolers and children grow in their Christian spiritual formation that may include worship/music, missions, Bible study and fellowship opportunities.
5. **Children and Family Ministry Events** - Plan and recruit leadership staff for annual events such as, but not limited to, the Family Easter Celebration, Vacation Bible School, Children's Summer Camp, and the Fall Festival.
6. **Ministry to Persons with Special Needs/Disabilities** – Work in coordination with lay and community leaders to recognize and when possible provide ministry opportunities and support to individuals and families with disabilities and special needs.

The Minister to Preschool / Children works with the Pastor, Nominating Committee, Preschool and Children's Bible Study Directors, Preschool and Children's Committee, WEE School Committee, teachers, staff and parents to accomplish the following administrative activities:

1. Recruit and schedule staffing for Preschool and Children's programs for Sunday Morning, Wednesday evening child care, and special events.
2. Develop the annual budget for Preschool and Children's programs and control the associated operating expenditures.
3. Work with other staff and volunteers to select or develop curriculum materials, and ensure they are ordered and available.
4. Participate in church staff meetings and planning of the church calendar for the inclusion of the Preschool and Children's programs and activities.
5. Participate in follow up contact with prospective visitors, hospital visits, and parents.
6. Serve as ministerial supervisor of the WEE School and its Director, and as staff liaison to the WEE School Committee. Support the director, staff, and participating families by participating in chapel services and special events, and by providing outreach and pastoral care ministry to participating WEE School families as needed.
7. Responsible to see that all rooms, equipment, and supplies are kept in order and available to support the Preschool and Children's ministry.
8. Serve as ministerial supervisor of the Childcare Coordinator and childcare workers.

**Qualifications:** The Minister to Preschool / Children, having been called into church ministry to children, shall have completed a university, seminary, or divinity school degree, preferably with some training or formal study in preschool and childhood education, and must have demonstrated an ability to relate to children and their parents. There must also be a demonstrated ability to recruit, lead and coordinate with the division directors, teachers and other volunteers who are required to have a successful children's ministry. The person in this position should network with other professionals in the area of preschool and children's Christian education in order to stay abreast of new developments in the field, and to implement additional opportunities for creative preschool and children's ministries.