



## PERFORMANCE EXPECTATIONS

Job Title: **Preschool Minister**  
Department: **Next Generation**  
Reports To: **Family Pastor**

Staff Level: **Ministerial Staff**  
Full Time

### I. **BASIC PERSONAL RESPONSIBILITIES**

- A. Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of your life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
- B. Keep family in the right position of priorities and see that they come before everything except your personal relationship with the Lord, even before the work of the church. In order to do this, one day a week spent with family away from the church and related activities is strongly encouraged.
- C. Support your immediate supervisor and all other church staff. This will call for flexibility and a spirit of teamwork.
- D. Tithing at least 10% of the income earned from church to the Mission and Ministry Plan of First Baptist Jackson.
- E. Support the mission statement of the church.
- F. Follow the guidelines outlined in the Personnel Manual.

### II. **ESSENTIAL FUNCTIONS (But Not Limited To)**

- A. Organize, staff and promote the Sunday School for the pre-school age group in coordination with the overall Sunday School ministry.
- B. Plan and develop strategies to enhance both the quality and growth of the Sunday School ministry.
- C. Coordinate and promote a comprehensive ministry to preschoolers (birth through age 5).

- D. Work with other Kids Ministry Staff to develop a total ministry to the families of the church.
- E. Develop and coordinate short-term classes for parents.
- F. Enlist and train leadership for the Sunday School and all other preschool ministries except music and mission volunteers. Training will include new staff orientation, in-service programs, continuing education and teaching demonstrations.
- G. Give direction to and coordinate Mother's Day Out Program.
- H. Give direction to and coordinate paid and volunteer leadership within the preschool ministry and Mother's Day Out.
- I. Maintain newborn ministry and coordinate baby dedication services in coordination with the discipleship path planned by the Kids and Recreation Pastor.
- J. Ensure safety and security of preschool facilities and children.
- K. Develop and/or maintain appropriate policies and procedures for the preschool ministry.
- L. Lead workers in preschool ministry in outreach, in-reach and evangelism.
- M. Develop and maintain a program calendar for the preschool ministry.
- N. Ensure that classrooms and facilities reflect a professional and Christian environment.
- O. Counsel parents as necessary.
- P. Communicate the preschool program to the congregation and community.
- Q. Administer the work of the preschool by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the ministry.
- R. Establish ministry goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
- S. Attend staff meetings and retreats.
- T. Cooperate with the Family Pastor by performing any other duties when asked to do so.
- U. Cooperate with other members of the staff across departmental lines to ensure full and complete access to spiritual gifts, talents, special abilities and responsibilities in carrying out ministries, programs and/or events.