

First Baptist Church
Keller, Texas

Part-time Preschool Ministry Associate

Job Description

Supervisor: Director of Preschool & Children's Ministry

Function: The Part-time Preschool Ministry Associate is responsible to the above supervisor for the implementation and administration of ministry to preschool children as part of the comprehensive Family Ministry of the church.

General Requirements: The Preschool Ministry Associate shall have a personal relationship with Jesus Christ (not a new convert), a calling to ministry as evidenced by a daily walk with the Lord, and a passion for the advancement of the ministries of the church. Specifically, the heart and passion of this person should be to Exalt the Savior, Evangelize the Lost, Encourage the Believers, and Equip the Saints. The Preschool Ministry Associate should have the skills, abilities, passion and experience necessary for working with preschoolers, teachers and parents. This person will work with the Director of Preschool & Children's Ministry to develop a vision for the Preschool Ministry within the purposes of the church.

Specific Responsibilities: Attend preschool and family ministry activities as work schedule allows (weekly schedule may change to accommodate specific calendared events). Coordinate weekly schedules and placement of teachers in Sunday School, ages Birth – PreK, and arranging for substitute teachers. Provide support for volunteer teachers by visiting classrooms and interacting with teachers (visits, calls, birthday cards, etc.). Stock and organize Central Resource Room and preschoolers' resource rooms. Assist with day-to-day tasks including event planning and administration, outreach and children-parent communication. Assist in identifying, enlisting, training, and assigning VBS teachers for birth-Pre-K. Assist in the recruitment and training of teachers for Sunday School and other preschool programs. Serve as ad-hoc member of the Childhood Ministry Committee; participate in the outreach ministry of the church.

Other Responsibilities:

Enforce and Maintain all policies and procedures of the church.

Be a contributing member of the staff by fostering cooperation, teamwork, respect, trust and dependability within the church staff.

Be a contributing member of the staff by faithfully radiating energy, friendliness, righteousness, fellowship and stewardship in promoting the Lord's work at First Baptist Church Keller.

Be a contributing member of the church, endorsing and supporting the Church's Purpose statement, the Church's Constitution and Bylaws, and the Statement of Faith as it appears in the church constitution.

Other duties as assigned by the Director of Preschool & Children's Ministry, Associate Pastor of Families, or Senior Pastor.