

Job Description for Position of Minister of Childhood Education

Principle Function: The principal function of the Minister of Childhood Education is to model, serve, and lead the body of Christ in the planning, coordinating, directing, and developing of comprehensive childhood education ministries for children from birth through sixth grades.

The following are responsibilities suggested for use in the job description for a Minister of Childhood Education. The list of responsibilities is extensive and is not for use as it appears. One person could never complete this list of responsibilities alone. Read and choose only those responsibilities that are applicable to the position available for your church. If all are applicable and necessary, please consider hiring a Minister to Preschool as well. In this way, you will ensure that the child-related ministries in your church are comprehensive and effective.

I. Administrative Leadership

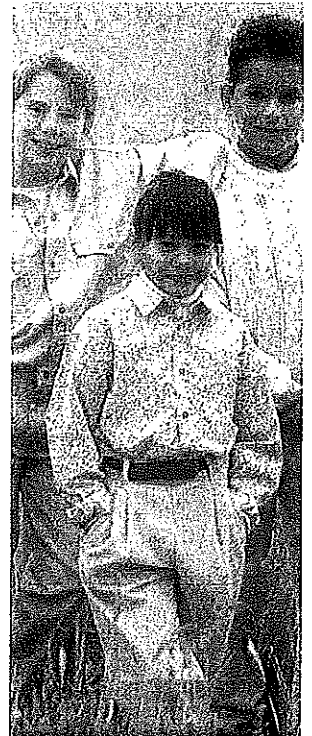
1. Consult with other staff members concerning activities, policies, and procedures that relate to their areas.
2. Advise in the use of program materials, teaching aids, equipment, supplies, and space used by childhood education ministry organizations.
3. Work with the Minister of Music, Minister of Education, director of the church media library, Minister of Recreation, the pastor, and other staff to provide, schedule, and calendar needed services.
4. Prepare and administer the annual childhood education budget according to church policy.
5. Provide for the hiring and supervision of employed child-care teachers, maintaining policies and scheduling.

II. Program Leadership

1. Work with the staff to design, develop, plan, coordinate, and evaluate a comprehensive childhood education ministry program to include Sunday School, Discipleship, Missions, Music, Weekday Ministries.
2. Assist in the planning and conducting of special projects and activities such as camps, retreats, special events, and fellowships.

III. Teacher/Worker Leadership

1. Work in cooperation with the appropriate persons in providing and developing leadership.
2. Enlist, interview, screen, initiate background checks on, orient, motivate, train, and develop leadership for all child-related ministries (Sunday School, Discipleship, Mission Organizations, Vacation Bible School, Bible Drill).
3. Supervise the work and ministry of both employed and volunteer coordinators, interns, directors and teachers.



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4. Provide unity among all workers in all child-related ministries.
5. Conduct special training projects focused on education and motivation for the leaders of each child-related ministry.
6. Conduct consistent leadership meetings.
7. Supervise the church's weekday ministry and serve on the Weekday Council.
8. Maintain the literature and supply needs for the children's ministries.

IV. Family Leadership

1. Conduct parent meetings as needed or for ongoing religious education.
2. Counsel with parents and children about accepting Christ.
3. Provide follow-up for children accepting Christ.
4. Promote church-home relationships by providing education, training, and enrichment.

V. Church Leadership

1. Lead the church family in an understanding of its children's ministry.
2. Take the lead in resolving and working with program leaders, teachers, appropriate staff members, and church to resolve philosophical, procedural, and scheduling problems in the children's ministry.
3. Formulate and maintain policies and procedures to guide the preschool and children's ministry.
4. Keep the congregation informed of denominational goals, emphases, publications, and materials within the children's ministry as they pertain to the overall programming of the church.

VI. Ministerial Leadership

1. Ministerial Care
 - a. Give direction to outreach, cultivation, ministry, and efforts to reach unchurched and unsaved family members.
 - b. Work with organizational leaders to coordinate visitation and ministry to children and their families.
 - c. Provide ongoing discipleship and encouragement to teachers and leaders in the childhood education ministry.
 - d. Be aware of and provide accordingly for the spiritual needs of the children, families, teachers, and leaders.
2. Outreach and Missions
 - a. Maintain an active program of personal witnessing and ministry.
 - b. Be involved personally in visitation and outreach.
 - c. Participate in Southern Baptist Convention causes.
 - d. Be actively involved in community ministries and missions.
 - e. Provide opportunities for preschoolers, children, their families, and leadership to be involved in local, national, and international missions.

VII. Personal Leadership

1. Spiritual and Professional Development
 - a. Maintain a healthy Bible Study, discipleship, and prayer life.

- b. Keep informed of current early childhood and elementary education methods, materials promotional ideas, and administrative techniques, utilizing them where appropriate.
 - c. Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, and other conferences and workshops.
 - d. Network and cooperate with other ministers locally, statewide, and nationally.
 - e. Recognize and understand personal gifts, leadership style, and personality and how each enhances ministry.*
2. Family
- a. Spend quality and adequate time with family.
 - b. Understand and practice Biblical family values.
 - c. Fulfill the role of Godly family leader.
 - d. Practice sound financial habits.
3. Health and Leisure
- a. Commit to good physical health.
 - b. Commit to a positive and professional appearance.
 - c. Commit to personal time for rest, recreation, and pursuit of hobbies.

* Use resources such as P.L.A.C.E., Discovering Your Gifts, Jesus On Leadership, and Personality Plus.

Job Description for the Position of Minister of Children

Principle Function: The minister to children is to model, serve, and lead the body of Christ to assist church program organizations (Sunday School, Discipleship, Missions, Music, Weekday Ministries) in developing a comprehensive program of children's education, including planning, coordination, evaluation, and education.

The following are responsibilities suggested for use in the job description for a Minister to Children. This is an extensive list of suggestions and is one that one person should not be expected to carry out alone. Read and choose only those suggestions that are applicable to the needs of your church.

I. Administrative Leadership

1. Consult with other staff members concerning activities, policies, and procedures that relate to children's areas.
2. Advise in the use of program materials, teaching aids, equipment, supplies, and space used by children's education ministry organizations.
3. Work with the Minister of Music, Minister of Education, director of the church media library, Minister of Recreation, the pastor, and other staff to provide, schedule, and calendar needed services.
4. Work with the children's committee (council) to develop and maintain policies, addressing issues relevant to only children, and maintain communication with parents, families, and the church.
5. Prepare and administer the annual children's education budget according to church policy.

II. Program Leadership

1. Work with the staff to design, develop, plan, coordinate, and evaluate a comprehensive children's education ministry program to include Sunday School, Discipleship, Missions, Music, and Weekday Ministries.
2. Assist with the planning and conducting of special projects and activities such as special events, camps, retreats, and fellowships.

III. Teacher/Worker Leadership

1. In cooperation with the appropriate persons, provide and develop leadership (teachers/workers).
2. Enlist, interview, screen, initiate background checks on, orient, motivate, train, and develop leadership for all ministries (Sunday School, Discipleship, Mission Organizations, Vacation Bible School, Bible Drill, Weekday After-School).
3. Supervise the work and ministry of both employed and volunteer coordinators, interns, directors, and teachers.



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4. Provide unity among all workers in all ministries.
5. Conduct special training projects focused on education and motivation for each ministry's leaders.
6. Conduct consistent leadership meetings.
7. Supervise the Weekday Children's Ministry (after school ministries and day camps) and serve on the Weekday Council.
8. Maintain the literature and supply needs for children's ministries.

IV. Family Leadership

1. Conduct meetings, fellowships, and retreats for communication with parents.
2. Promote the relationship between the church and the home by providing a program for parent education, training, and enrichment.
3. Counsel with parents and children about accepting Christ.
4. Provide follow-up for children who accept Christ and desire church membership.

V. Church Leadership

1. Lead the church family in an understanding of the church's ministry to children and their families.
2. Take the lead in resolving philosophical, procedural, and scheduling problems pertaining to children's education.
3. Formulate and maintain policies and procedures to guide the children's ministry.
4. Keep the congregation informed of denominational goals, emphases, publications, and materials within the children's ministry as they pertain to the overall programming of the church.

V. Ministerial Leadership

1. Ministerial Care
 - a. Give direction to outreach, cultivation, ministry, and efforts to reach unchurched and unsaved family members of children.
 - b. Work with organizational leaders to coordinate visitation and ministry to children and their families.
 - c. Provide ongoing discipleship and encouragement to teachers and leaders.
 - d. Be aware of the spiritual needs within the children's ministries for children, families, teachers, and leaders.
2. Outreach and Missions
 - a. Maintain an active program of personal witnessing and ministry.
 - b. Be personally involved in visitation and outreach.
 - c. Participate in Southern Baptist Convention causes.
 - d. Be actively involved in community ministries and missions.
 - e. Provide opportunities for children, their families, and the leadership to be involved in local, national, and international missions.

VI. Personal Leadership

1. Spiritual and Professional Development
 - a. Maintain a healthy Bible Study, discipleship, and prayer life.

- b. Keep informed on current children's and elementary education methods, materials, promotional ideas, and administrative techniques, utilizing them where appropriate.
 - c. Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, or other conferences and workshops.
 - d. Network and cooperate with other ministers locally, statewide, and nationally.
 - e. Recognize and understand personal gifts, leadership style, and personality and how each enhances ministry.*
2. Family
 - a. Spend quality and adequate time with family.
 - b. Understand and practice Biblical family values.
 - c. Fulfill the role of Godly family leader.
 - d. Practice sound financial habits.
3. Health and Leisure
 - a. Commit to good physical health.
 - b. Commit to a positive and professional appearance.
 - c. Commit to personal time for rest, recreation, and pursuit of hobbies.

* Use resources such as P.L.A.C.E., Discovering Your Gifts, Jesus On Leadership, and Personality Plus.

Job Description for the Position of Minister of Preschool

Principle Function: The minister to preschoolers is to model, serve, and lead the body of Christ to assist church program organizations (Sunday School, Discipleship, Missions, Music, Weekday Ministries) in developing a comprehensive program of preschool education, including planning, coordination, evaluation, and education.

The following are responsibilities suggested for use in the job description for a Minister to Preschool Children. This is an extensive list of suggestions and is one that one person should not be expected to carry out alone. Read and choose only those suggestions that are applicable to the needs of your church.

I. Administrative Leadership

1. Consult with other staff members concerning activities, policies, and procedures that relate to preschool areas.
2. Advise in the use of program materials, teaching aids, equipment, supplies, and space used by preschool education ministry organizations.
3. Work with the Minister of Music, Minister of Education, director of the church media library, Minister of Recreation, the pastor, and other staff to provide, schedule, and calendar needed services.
4. Work with the preschool committee (council) to develop and maintain policies, addressing issues relevant to only preschool, and maintain communication with parents, families, and the church.
5. Prepare and administer the annual preschool education budget according to church policy.
6. Implement, maintain, and communicate an ongoing security system and safety program.
7. Implement a hygiene and infectious disease policy.

II. Program Leadership

1. Work with the staff to design, develop, plan, coordinate, and evaluate a comprehensive preschool education ministry program to include Sunday School, Discipleship, Missions, Music, and Weekday Ministries.
2. Assist with the planning and conducting of special projects and activities such as special events, the parent commitment service, and fellowships.

III. Teacher/Worker Leadership

1. In cooperation with the appropriate persons, provide and develop leadership (teachers/workers).
2. Enlist, interview, screen, initiate background checks on, orient, motivate, train, and develop leadership for all ministries (Sunday School, Discipleship, Mission Organizations, Vacation Bible School, Weekday).



3. Supervise the work and ministry of both employed and volunteer coordinators, interns, directors, and teachers.
4. Provide unity among all workers in all ministries.
5. Conduct special training projects focused on education and motivation for each ministry's leaders.
6. Conduct consistent leadership meetings.
7. Supervise the Weekday Preschool Ministry and serve on the Weekday Council.
8. Maintain the literature and supply needs for preschool ministries.

IV. Family Leadership

1. Conduct meetings, fellowships, and retreats for communication with parents.
2. Promote the relationship between the church and the home by providing a program for parent education, training, and enrichment.

V. Church Leadership

1. Lead the church family in an understanding of the church's ministry to preschoolers and their families.
2. Take the lead in resolving philosophical, procedural, and scheduling problems pertaining to preschool education.
3. Formulate and maintain policies and procedures to guide the preschool ministry.
4. Keep the congregation informed of denominational goals, emphases, publications, and materials within the preschool ministry as they pertain to the overall programming of the church.

V. Ministerial Leadership

1. Ministerial Care
 - a. Give direction to outreach, cultivation, ministry, and efforts to reach unchurched and unsaved family members of preschoolers.
 - b. Work with organizational leaders to coordinate visitation and ministry to preschoolers and their families.
 - c. Provide ongoing discipleship and encouragement to teachers and leaders.
 - d. Be aware of the spiritual needs within the preschool ministries for preschoolers, families, teachers, and leaders.
2. Outreach and Missions
 - a. Maintain an active program of personal witnessing and ministry.
 - b. Be personally involved in visitation and outreach.
 - c. Participate in Southern Baptist Convention causes.
 - d. Be actively involved in community ministries and missions.
 - e. Provide opportunities for preschoolers, their families, and the leadership to be involved in local, national, and international missions.

VI. Personal Leadership

1. Spiritual and Professional Development
 - a. Maintain a healthy Bible Study, discipleship, and prayer life.
 - b. Keep informed of current preschool education methods, materials, promotional ideas, and administrative techniques, utilizing them where appropriate.

- c. Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, or other conferences and workshops.
 - d. Network and cooperate with other ministers locally, statewide, and nationally.
 - e. Recognize and understand personal gifts, leadership style, and personality and how each enhances ministry.*
2. Family
- a. Spend quality and adequate time with family.
 - b. Understand and practice Biblical family values.
 - c. Fulfill the role of Godly family leader.
 - d. Practice sound financial habits.
3. Health and Leisure
- a. Commit to good physical health.
 - b. Commit to a positive and professional appearance.
 - c. Commit to personal time for rest, recreation, and pursuit of hobbies.

* Use resources such as P.L.A.C.E., Discovering Your Gifts, Jesus On Leadership, and Personality Plus.