

# **JOB DESCRIPTION— MINISTER OF PRESCHOOL OR CHILDHOOD EDUCATION**

(This job description serves as a sample of duties that may be assigned to the minister of preschool or childhood education. Each church will adapt this model to fit the needs of the congregation and the minister.)

***Principle function.***—The minister of preschool or childhood education is responsible to the minister of education for assisting church program organizations in developing a comprehensive program of childhood education, including planning, coordination, evaluation, and education. The minister consults with other staff members concerning activities, policies, and procedures that relate to their areas.

## **RESPONSIBILITIES**

1. Work in cooperation with appropriate persons, including the nominating committee, in selecting, enlisting, training, and counseling with preschool and children's workers in the church program organizations.
2. Conduct special training projects focused on education and motivation for preschool and children's workers.
3. Conduct meetings as needed or when appropriate for parents of preschoolers and children.
4. Advise in the use of program materials, equipment, supplies, and space by preschool and children's groups in all church program organizations.
5. Work with the minister of music, director of the church media library, and the minister of recreation to provide needed services.
6. Assist with planning and conducting special projects and activities (such as camps, retreats, and fellowships) for preschoolers and children.
7. Maintain an active program of personal witnessing and ministry.
8. Work with organizational leaders to coordinate visitation for the Preschool and Children's Divisions.
9. Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in the Preschool and Children's Divisions.
10. Prepare and administer the annual childhood education budget according to church policy.
11. Be informed of denominational goals, emphases, publications, materials, and plans for using them as they relate to the local church and its programs.
12. Keep informed on current early childhood and elementary education methods, materials, promotional ideas, and administrative techniques, using them where appropriate.
13. Perform other duties as requested by the supervisor.