

PRESCHOOL MINISTRY DIRECTOR



Reports to: Senior Pastor

Classification: Full-Time Exempt

OVERVIEW

The **Preschool Ministry Director** is responsible for overseeing children birth through K5 to ensure a safe and effective program where the Gospel message can take root, leading them to become lifelong followers of Christ. The Director will recruit and lead a team of volunteers to enrich the lives of children by achieving the mission of Mt. Pisgah Baptist Church - **loving, growing, serving, and going.**

QUALIFICATIONS

- A born-again follower of Jesus Christ, baptized by immersion, with a growing personal walk with the Lord
- Ability to recruit, train, schedule, and lead volunteer teams within a church or ministry setting
- Ability to remain flexible and decisive, coordinating volunteers and resources effectively when attendance or circumstances change unexpectedly
- Experience planning, implementing, and overseeing nursery and preschool ministry programming across multiple weekly services
- A passion and enthusiasm to raise up the next generation to love Jesus
- A strong communicator with the ability to connect with children and their parents
- Demonstrate reliability, initiative, and self-motivation in carrying out ministry responsibilities
- Effectively manage tasks and priorities to complete responsibilities in a timely and efficient manner
- Basic computer skills with the ability to learn new technology for ministry purposes
- Affirm the Baptist Faith and Message 2000
- Maintain a consistent Christian lifestyle in personal habits including abstention from drugs, alcohol, and tobacco
- Integrity in speech and social media activity
- Undergraduate degree preferred

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RESPONSIBILITIES

- Provide vision, strategy, and development for all children birth through kindergarten
- Provide leadership, direction, training, and oversight for all Preschool Ministry volunteers serving with children birth through kindergarten
- Develop and implement all Preschool Ministry programing - including, but not limited to: Sunday mornings, Sunday evenings and Wednesday evenings
- Develop and oversee systems and processes for check-in, classroom placement, and dismissal, ensuring proper age grouping, safe transitions, and adherence to approved child-to-volunteer ratios
- Collaborate with the Children's Ministry Director and Event Director to plan, coordinate, and maintain registration for events - including, but not limited to: Eggspllosion, Summer Camps, Vacation Bible School, and Fall Festival
- Work with the Discipleship Pastor to regularly review and evaluate all Preschool Ministry curriculum
- Ensure the safety and protection of children through policies, procedures, background checks, and child protection training
- Maintain a safe, clean, and aesthetic environment
- Develop a strategy for reaching and assimilating new children and families
- Partner with families to support their children's spiritual and developmental growth
- Develop, submit, and monitor the Preschool Ministry budget

EXPECTATIONS

- Support the mission and vision of Mt. Pisgah by executing the responsibilities of the Preschool Ministry Director role and supporting other ministry areas as needed.
- Maintain active involvement in the life of the church to promote strong collaboration, unified ministry execution, and alignment across staff, volunteers, and leadership.
- Lead the Preschool Ministry with a commitment to excellence in programming, environments, and care, while modeling a humble, servant-hearted approach toward volunteers, staff, children, and families