



St. John's Early Childhood Center Administrator Ministry Description

Description: The St. John's Early Childhood Center Administrator is a beloved minister of the gospel responsible for providing leadership within St. John's with specific oversight of the Early Childhood Center (ECC). The ECC Administrator, as a member of St. John's Management Team, will experience both the authority and responsibility of ministry planning and execution within a collaborative, relational, and discipleship-focused team environment.

Duties:

1. Modeling a lifestyle seeking to grow as a fully devoted disciple of Jesus Christ.
2. Ongoing program and environment development that is warm, nurturing, and Christ-centered for all aspects of the ECC.
3. Administration of day-to-day activities and operations to include duties such as: scheduling of staff/volunteers, enrollment and scheduling of children, ongoing financial considerations, ongoing record keeping, and overall communications.
4. Staff management activities such as: overall processes to hire, train, orient new staff/volunteers; supervise and evaluate staff; oversee curriculum and professional development; and lead staff meetings
5. Coordination of all marketing efforts to the congregation and community. This includes direct linkage to the overall ministry of St. John's, as well as activities to draw people into conversation with the ECC and Elementary/Middle School through tours, open houses, and special programming throughout the year.
6. Effective and appropriate budgetary management. This includes the ongoing operational financial health according to the approved budget, as well as ongoing and planned budget preparation.
7. Ongoing strategic planning, as a member of St. John's Management Team, for the fulfillment of the mission and vision of St. John's.
8. Other duties as assigned by the Senior Pastor in order to carry out St. John's mission and vision.

Qualifications:

1. Accepts and commits to St. John's Leadership Covenant.
2. Comfortable serving as the primary connection for bridging families into the church, to include the school ministry.
3. Relates well and cares for people, with specific skills in organizational leadership and management, communication, and development of disciples.
4. Completed 4-year college degree; adept at learning and values continuing education.
5. Is or will become a member of St. John's within six months of employment.
6. Is committed to work as an active team member and willing to accept accountability.

Reporting Relationship:

The St. John's Early Childhood Center Administrator is a member of the Management Team and will report to the Senior Pastor or his designee. This will include regular supervision, support, oversight, and evaluation.

"Connecting, Caring, and Sharing in Christ"