

# **Director of Preschool and Children's Ministry**

## **Parkade Baptist Church**

**Role Starting: June 1, 2023**

**Hours: 25 Hours Per Week**

**Hourly Pay Range: \$15-\$17 per hour**

### **Job Description**

- Lead Preschool/Children's Team
- Enlist leaders and supervise all Preschool/Children's Sunday ministries
- Enlist leaders and supervise all Preschool/Children's ministries on Wednesday night
- Work with Preschool/Children's Team and the Pastor of Discipleship and Students in:
  - curriculum selection and ordering
  - establishing and maintaining an organizational structure
  - developing and administrating the Preschool/Children's ministry budget and calendar
  - evaluating Preschool/Children's Bible Study, Children's Church, and Wednesday activities
- Work with the Pastor of Discipleship and Students in communicating needs of preschool and children with the church at large
- Manage classroom spaces and supplies
- Lead Elementary Bible Study
- Assist/Co-Direct VBS – recruit volunteers, organize meetings, order supplies, set up registration, manage check-in process
- Protect My Ministry
  - Perform background checks for volunteers including children's ministry and security team
  - Keep files current with new background checks as needed
- Bible Study Fellowship
  - Interact with leaders to organized building/room usage for childcare (yearly)
  - Meet as needed