



## **Position Description: *Children's Ministries Associate, Preschool***

**Purpose:** To provide staff resourcing for Children's Ministries programs. Serve as the primary staff resource for Preschool children (ages Two through Pre-Kindergarten) and their families, which is relational, holistic, intergenerational and team-oriented. This ministry will be shaped by an understanding of reformed theology and reflect an understanding of the theory and practice of Christian Education as it relates to children and their families. To serve as a collaborative part of the staff team to make Jesus visible to the Grace congregation and the community.

**Accountability:** Reports to the Director of Children's Ministries

### **Responsibilities:**

- **Leadership for Preschool Ministries:** Provide leadership for ministry with Preschool children and their families.
- **Volunteer Leadership:** Recruit, train and support Preschool Sunday School teacher/leaders. Provide ongoing orientation and training (including established security policies, training and implementation). Assist with the planning and implementation of Teacher/Leader development and appreciation.
- **Curriculum:** Assist with the design, selection, and implementation for all curriculum for Preschoolers.
- **TreeHouse:** Provide leadership and planning for the TreeHouse large group environment. Serve as a host or teacher in the TreeHouse large group environment. Proof, edit, and, create tech scripts for the TreeHouse shows in Planning Center Online. Edit, print, and send actors' scripts for TreeHouse shows. Serve as a backup to Children's Creative Arts Associate for building shows in ProPresenter.
- **Hospitality:** Facilitate warm relationships with the contract actors. Maintain upkeep of the green room, appreciation events, and ongoing encouragement and communication.
- **Arena:** Assist FM Coordinator with Arena support, particularly for Preschool children. This may include: check-in/registrations/class rosters, creating lists/reports, managing Arena tags, generating labels for mailings, maintaining member information, and running background checks.
- **Events:** Provide assistance and evaluation for the Children's Ministries events. Provide leadership for planning and implementing Parents Night Out programming.
- **Milestone Ministry:** Assist with the planning, implementation, and evaluation of Sacrament and Worship training classes and events. Provide leadership for planning and implementing Baptism Celebrations.

- **GKM Support:** Coordinate with Children’s Creative Arts Associate to provide leadership, direction, and evaluation for the GKM supporting program (Kindergarten through Fifth grade children).
- **Vacation Bible School:** Assist with VBS planning, implementation and evaluation of Vacation Bible School. Provide primary staff leadership for Preschool children and other areas as determined annually. Assist with developing and writing the VBS curriculum.
- **Grace School:** Serve as a staff resource Grace School faculty, staff, students, and parents as an ambassador of Grace Presbyterian Church. Serve as primary staff resource for Primary School chapel, including TreeHouse Chapel. Proof, edit, and, create tech scripts in Planning Center Online, and build ProPresenter shows for Grace Primary School chapels. Assist with providing pastoral care for Grace Primary School.
- **Worship Bags:** Design & maintain the Children’s Worship bags, ordering necessary supplies as needed.
- **Special Needs:** Provide leadership and planning for special kids children, as needed.
- **Christmas Eve Family Service:** Provide leadership as needed for Christmas Eve services.
- **Budget:** Assist with ongoing administration of Children’s Ministries budgets, with particular emphasis on Preschool ministry areas.
- **Communications:** Provide support for Children’s Ministries communications, with an emphasis in print, web, marketing, and social media.
- **Pastoral Care:** Provide pastoral care to children and their families as needed.
- **Other Duties:** Perform other duties as needed.

### **Relationships:**

- Meet regularly with the Director of Children’s Ministries.
- Meet regularly with Children’s Ministries staff.
- Participate in monthly Full Staff meetings.
- Serve as a staff resource for the Children’s Ministries Team.

### **Evaluation:**

The Director of Children’s Ministries will conduct quarterly discussions in align with Grace’s performance evaluation.

*The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, skills required.*