



Job Description for Preschool Coordinator

Position Title: Preschool Coordinator
Reports To: Children's Pastor
Date Revised: July 2021

Principle Function

The Preschool Coordinator of The Bridge Church is an energetic leader with previous experience in a similar role. The ideal candidate will be someone who can help contribute towards our mission to help people find and follow Jesus, here and around the world. More specifically, the Preschool Coordinator will serve The Bridge Church, as part of the overall Children's Ministry, by leading a Preschool Ministry that lays a foundation, in partnership with parents, for children to eventually become disciples who grow, serve, and go.

Specific List of Responsibilities

Provide Leadership to the Preschool Ministry Team

- Lead Preschool Ministry Team meetings
- Provide care, coaching, and fellowship as needed for Preschool Ministry Team
- Use relational gifts to connect with children, parents, leaders, and new families

Oversee Regular Preschool Ministry Programming

- Recruit and train workers for Sundays and special programs
- Manage all curriculum for the Preschool Ministry
- Ensure that appropriate safety and security protocols are in place

Lead Preschool Ministry Special Events

- MEGA Sports & Creative Camp
- Christmas at the Bridge
- Other outreach and fellowship events

Other General Responsibilities

- The Preschool Coordinator is a member of a team dedicated to Christian service and shall always therefore seek to conduct him/herself in such a way that would be pleasing to the Lord
- Because of the confidential nature of individual membership records, ministerial counseling, and much of the correspondence of staff, it is essential that the Preschool Coordinator respect this confidence
- Since the ongoing task of a church office is composed of many diverse elements, the Preschool Coordinator shall always seek to be flexible and cooperative in working with others. When called upon by the staff and approved by the direct report, he/she shall willingly perform such tasks which might not be considered part of the normal Position

Description

- Cooperate with the Elder Body, Leadership Team and other staff members in promoting the entire ministry plan of The Bridge Church
- Give full support to the General Operating Budget of The Bridge Church and avoid soliciting or expending funds not previously authorized
- Adhere to church approved guidelines as set forth in The Bridge Church's Bylaws and Policies and Procedures Manual

Basic Personal Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and spiritual growth
- Detailed knowledge, agreement, and adherence to The Bridge Church mission and values
- Financially support the work of ministries at The Bridge Church by your faith offerings and maintain wise stewardship over your personal finances
- Develop personal evangelism opportunities within and outside the church
- Creative in communication and ideas
- Action-oriented and is organized

Education and Experience

- Completed bachelor's degree
- Experience leading a preschool or children's ministry
- Ability to lead a volunteer team
- Strong administrative gifts

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