

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Preschool and Children's Coordinator

Department: Preschool & Children

Hired By: Minister to Preschool & Children

Reports To: Minister to Preschool & Children

Campus: Downtown

Status: Part Time

Employment Category: V

Summary of Position: This position will provide tactical support and administrative assistance to the Minister of Preschool and Children's Ministry. The Preschool and Children's Coordinator will assist the Minister in executing a ministry strategy that will disciple children but will also equip, support, and partner with parents for the overall discipleship of their family. Additionally, during the week the coordinator will help organize and prepare for upcoming programming.

Purpose: To provide leadership and support in preschool and children's ministry to properly minister to all families visit the Downtown campus and to help reach the surrounding area for Christ.

Duties and Responsibilities:

Sunday Morning/ Wednesday Nights

- Teach Life Bible Studies, Kids' Worship, Midlink, or preschool area as needed.
- Help Maintain a welcoming environment for volunteers, children, and parents.
- Help build a strong volunteer team through modeling, training, and communicating with volunteers.
- Maintain child safety and security procedures.

Weekdays

- Meet weekly with Minister of Preschool and Children for planning.
- Organize and gather supplies for Sunday and Wednesday.
- Help manage volunteer schedule. Assist in volunteer training and paperwork for special events.
- Help with administrative duties.
- Assist in sending monthly newsletter and running social media page.
- Plan, strategize, promote, and execute special events.
- Help create a dynamic worship experience for our children through new songs, lesson planning, and games.

Skills Requirements: Select all that apply

- Language skills
- Math skills
- Reasoning ability
- Computer skills: Windows Mac MS Office MS Outlook
- Administration Service to others Teacher/Leader
- Good Communication skills Team builder Self-disciplined
- Servant leader Decision maker Strong work ethic
- Empathy for ministry partners Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
- Church Staff experience preferred Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Minister to Preschool & Children

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
- Continuing Education Specialized training Occasional travel

Prepared By: Jason Payton

Title: Minister to Preschool & Children

Date Prepared or Revised: March 4, 2024

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name