

**UNIVERSITY BAPTIST CHURCH (UBC)
FORT WORTH, TEXAS**

POSITION TITLE: Minister to Children & Preschool

SUPERVISOR: Pastor

PREFERRED MINIMUM REQUIREMENTS: Seminary or formal theological degree; minimum of 2 years experience in group child care or other ministry related areas.

PRINCIPAL FUNCTION: Direct and manage all aspects of preschool and children's ministries, birth through grade five, including primary oversight of the Early Learning Center.

RESPONSIBILITIES: Work closely with the Pastor, appropriate committees, church staff and laypersons in the following areas:

1. **Core Values, Mission, Strategy & Vision:** Provide leadership to ensure the church's preschool and children's ministries are aligned with our core values, mission, strategy and vision.
2. **Culture:** Create a positive and gospel-centered culture in these ministry areas. Promote creative thinking, critical thinking and problem solving to evaluate ministry goals and programs. Consistently communicate and gather input from ministry area leaders. Develop positive and supportive relationships with children and their families.
3. **Discipleship:** Commit to making disciples in your personal life. This includes outreach and evangelism into the local community as well as investing in those within the preschool and children's ministry. Coordinate Bible teaching and discipleship opportunities for children birth – fifth grade ensuring teaching is delivered at each child's level of Biblical learning. Encourage and promote participation in other discipleship opportunities within the church.
4. **Prayer:** Model and emphasize devotion to prayer. Commit to praying personally and corporately. Provide prayer opportunities within the preschool and children ministries.
5. **Local and World Mission:** Model and promote the local and global mission opportunities appropriate for children. Work with the Missions Committee and the Pastor to develop appropriate strategies that will foster missional formation in the preschool and children's areas.
6. **Worship:** Work closely with the Minister of Worship & Music in order to implement strategies, programs or events that promote a healthy atmosphere of worship.

7. **Leadership**: Supervise and manage the preschool, children and ELC ministries. Serve as the first level supervisor to all staff within these ministries as well as the primary liaison with specific committees and ministry teams. Examples of expectations in this area include:
 - Recruit, interview and onboard paid and volunteer teachers and leaders.
 - Provide constructive feedback to paid and volunteer teachers and leaders.
 - Develop a comprehensive plan for the professional development of paid and volunteer teachers and leaders.
 - Provide meaningful opportunities for families to be engaged in the preschool and children's ministries.

8. **Administrative**: Provide oversight to the various administrative tasks that may include:
 - Develop and maintain systems for child safety and security ensuring adherence to UBC's minor protection policy
 - Ensure curriculum, instructional materials and supplies are readily available and in good repair.
 - Promote UBC's preschool and children's ministries using a variety of communication methods.
 - Manage ministry area budgets as well as the ELC finances and payroll.
 - Supervise the Director of the Early Learning Center.

9. **Other**: Accept other responsibilities as assigned. Keep up to date on developments and trends in children/preschool ministry.