

The Baptist Church of Beaufort
Preschool & Children's Ministry Associate

General Position Description: This support staff, non-ministerial position will be responsible for working with our Minister of Preschool and Children to assist in developing and implementing a childhood education ministry (infants through 5th grade) that includes planning, coordinating, and educating.

Number of Hours per Week: 6-15 hours per week

Immediate Supervisor: Minister of Preschool and Children's Ministry

Job Responsibilities:

- 1) Work with Children's Minister to plan, organize, staff, and coordinate extended session (birth-kindergarten) on Sunday mornings. (3 hours)
- 2) Assist with BLAST (1st – 5th Grade) and / or JAM (3's – Kindergarten) on Wednesday evenings. (3 hours)

*** Other Responsibilities may include:**

- 3) Work with Preschool and Children's Minister to plan and execute Preschool and Children's events and activities (Camp, Parents-Night-Out, Wacky Wednesday's, Missions actives) (2 hours)
- 4) Encourage the healthy development of children (spiritually, emotionally, intellectually, physically, and socially) in all aspects of the ministry.
- 5) Maintain office hours if possible (2-4 hours)
- 6) Attend Staff meetings weekly if possible (2 hours)
- 7) Perform other tasks as assigned when such tasks would enrich and enhance the mission of the church.

Expectations:

- A follower of Jesus Christ (Disciple, Christian) and a love for Christ's Church.
- A genuine love and concern for children.
- Agreement with our church's statement of faith.
- The ability to work well with others and be a good team member.

This job description is not intended as a comprehensive, all-encompassing list of the duties of the Children's Ministry Associate but is to serve as a guideline to the responsibilities of the position.