

Pre-Kindergarten Coordinator

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| Reports To: | Director of Children's Ministry (DCM) |
| Updated: | May 8, 2024 |

Purpose Statement of Crossroads Community Church

Crossroads Community Church seeks to transform lives through loving relationships with God, each other, and those who don't know Jesus yet.

Position Summary

This position is responsible for leading and supervising the pre-Kindergarten aged children's ministry through spiritual modeling, hosting, recruiting, training, scheduling, implementing and evaluating all aspects of the ministry. In addition, this position serves as an integral part of leading and/or assisting with midweek programming and special ministry events, such as holidays and Kids Camp.

General Qualifications

1. Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the demonstration of the fruit of the Holy Spirit.
2. Wholeheartedly agrees with the Crossroads Community Church purpose, values, priorities, mission, bylaws, and lives a lifestyle appropriate to a person in Christian ministry.
3. Willing to be a part of Crossroads Community Church and to regularly and consistently pray for others and attend a weekend worship service.
4. Demonstrates skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
5. Manages personal and family life in such a way they model the teachings of God's Word.
6. Agrees to abide by the staff handbook and sign the Crossroads Statement of Faith.
7. Able to stand and speak clearly for extended time periods; maintain a high level of energy and a positive disposition; and, work in teams achieving short and long range goals.
8. Serve as a productive and positive team player with the staff.
9. Must pass the pre-employment background screening.
10. Must attend Joining Crossroads 101 class.
11. Must be able to pick up toys, move tables and chairs, and lift young children as needed.

Position Qualifications/Specifications

Minimum/Preferred Experience: At least 3 years of ministry experience; 5+ preferred, or
Minimum/Preferred Education: College degree in Christian education, children's ministry or a related field preferred.

Knowledge, Skills, Competencies:

1. Ability to lead others spiritually through modeling, prayer and coaching
2. Above average people skills
3. Strong administrative and exceptional time management skills

4. Proficient with Microsoft Office and Outlook, able to easily comprehend and utilize technology, i.e., Ministry staff specific databases for scheduling and check-in systems.
5. Experience working with children and parents providing professional and compassionate service.
6. Ability to anticipate ministry needs and address them
7. Deep understanding of Crossroads' purpose, values and priorities
8. Ability to handle multiple projects and tasks simultaneously
9. Strong team player – able to work well with both paid staff and volunteers
10. Able to lift up to 25 lbs.

Employment Status: Part Time

Employment Classification: Exempt

Hours: 20 hours per week with seasonal adjustments.
 Saturday afternoons and evenings required
 Sunday mornings required
 Weekdays as scheduled, with flexibility to meet position needs.
 Tuesday Staff meetings and possibly some Tuesday evenings
 Christmas Eve, Easter, special events, i.e., Kids Camp required

Compensation Range: \$1733 to \$1993 per month

Specific Responsibilities, Principal Duties and Responsibilities

1. Provide spiritual and ministry leadership modeling Christ-like living and leading. Demonstrating and promoting a culture of strong growth, personal management and self care by:
 - a. Attentiveness to God first, family second and work duties within the boundaries of balanced need.
 - b. Praying for and with volunteers and teammates
 - c. Attending worship as regularly as possible
 - d. Genuine care for and knowledge of Children's Ministry Team, Staff and families of CCC.
 - e. Contribution to the ongoing improvement, development and positive support of Children's Ministry
 - f. Consistent and timely delivery of time sheet documentation, and when applicable, submission of budgetary items including receipts and check requests.
2. Focus on recruiting, equipping, spiritually developing and scheduling volunteer staff members, utilizing CCB, PCO and other provided software/web-based programs, so they can effectively teach, influence and develop the personal faith for Pre-K age children through our programming.
3. Lead both Weekend and assist with mid-week programming including:
 - a. Teaching lead (if no volunteers are present), responsible for quality, consistency and control of the overall quality of Pre-K teaching environment.
 - b. Development of volunteer leadership through consistent instruction, nurturing and prayer
 - c. Praise and Worship by active leading or recruiting volunteers to serve in this function



- d. Creative oversight and development of media presentations through the use of provided curriculum and appropriate and inspirational visuals, as well as supervision of related technical provisions (i.e., computers, lighting, etc.), and/or the oversight of volunteers leading this function.
 - e. Oversee the set-up of the Pre-K area and knowledge of and assistance with the overall environments of Children's Ministry
4. Complement the overall Children's Ministry model through the following actions:
- a. Direct Pre-K programming utilizing SG/LG concept when appropriate
 - b. Contribute to the ongoing development of streamlined systems for ministry efficiency
 - c. Utilize honest, loving and clear communication for all who are connected with the ministry
 - d. Participate in curriculum planning, providing feedback for highest quality of teaching
 - e. Maintain a strong project management paradigm of dreaming, planning, executing and evaluating ministry paradigms and needs
5. Strong and consistent leadership of volunteers including:
- a. Work with the DCM and Children's Ministry Team utilizing the ABCDE (Attract, Build, Communicate, Develop, and Evaluate) Volunteer System for all Pre-K programming
 - b. Develop strategies for nurturing, praying for and shepherding volunteers, their children and families
 - c. Ensure and oversee that volunteers are trained and informed of the children's ministry policies and procedures and updates on an ongoing basis (this includes emergency procedures)
 - d. Screen interview, and recommend volunteers on an ongoing basis and conduct exit interviews when volunteers discontinue serving
 - e. Coordinate, maintain and comply with volunteer application and screening processes and policies, including adherence to the timeliness of connecting with potential volunteers, the processing of background checks and references and the scheduling of new and existing volunteers
 - f. Assist in the management of the volunteer and family check-in databases (CCB and PCO) for both ministry management and training.

The duties and responsibilities included in this description are not intended to be all-inclusive, and the individual is expected to perform other ministry-related duties as assigned.