

Job Profile: Preschool Leader

Common Tasks for All Preschool Leaders

- Participates in prospect discovery, outreach activities, witnessing, and ministry.
- Prepares in advance, arrives on time, and participates in age-appropriate Bible teaching.
- Serves in extended teaching care.
- Ministers to preschoolers and their families.
- Participates in leader equipping opportunities.
- Participates regularly in both congregational and personal worship.

Teacher

The preschool teacher is the key to learning for the preschooler.

- Obtains teaching materials and supplies prior to a session.
- Plans and prepares in advance for individual and small group Bible-learning experiences.
- Visits, contacts, and ministers to preschoolers and prospects assigned for ministry.

Department Director

The department director (lead teacher) is responsible for planning, conducting, and evaluating the effectiveness of the department.

- Greets preschoolers and their parents at the door as they arrive and maintains department security system.
- Enlists and assists in equipping teachers and substitutes for the department.
- Leads team planning and preparation.
- Leads the Bible teaching sessions in three-year-old and older departments leads group time.
- Assigns responsibilities to teachers for teaching, outreach, and ministry.
- Maintains department records.

Prechool Division Director

A Preschool Division director is needed when there are 2 or more preschool departments.

- Coordinates the work of the preschool departments and determines the organizational needs.
- Determines and enlists preschool department directors and assists with enlisting other team members.
- Develops equipping plan for preschool leaders.
- Co-operates with leadership team to develop the preschool budget.
- Orders literature.
- Leads in evaluation of the effectiveness of the division.
- Assists in the coordination of extended teaching care (during congregational worship).
- Represents the preschool area on the Sunday School Council or Team.

Division Evangelism/Outreach Leader

The division outreach leader works with the division director in coordinating the reaching ministry of Preschool Sunday School.

- Participates in visitation, outreach, and witnessing.
- Maintains and/or assists in maintaining active division and department prospect records.
- Greets guests on Sunday morning and insures that preschoolers are placed in the appropriate departments.
- Obtains and records department assignments, addresses, phone numbers, and names or parents(s) or caregivers.
- Coordinates the reaching activities of the Preschool Division.
- Coordinates prospect discovery projects for the division.

For more information contact Diane Smith, Children's Ministry Strategist, Emerging Leaders Team
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