

Director of Preschool Ministries

Job Description

Crossroads Church – Nampa location

4170 E Amity Ave, Nampa, ID 83687

www.crossroadsidaho.org

HOURS: 30 hours per week

JOB CLASSIFICATION: Salary (includes full-time benefits)

PAY: TBD (DOE), based on experience and qualifications

REPORTS TO: Pastor of Family Ministries

SEND RESUME TO: gwin@crossroadsidaho.org

Purpose:

The Director of Preschool Ministries will provide leadership and oversight for children and their families (birth through prekindergarten), working in unity with the Family Ministries Team and in alignment with the mission and vision of Crossroads Church:

*As people who have found **refuge** in God, we are called to be a community where the broken and hurting can find hope in Jesus, experience the Spirit's **transformational** power, and respond to the invitation to **partner** with Him in loving the world.*

Essential Duties and Responsibilities:

- Work with the Pastor of Family Ministries in developing the current and future direction of the preschool ministry area.
- Work in collaboration with the Family Ministry Team (FMT) to develop strategies to carry out the vision of Crossroads (Refuge, Transformation, and Partnership) for kids, youth, and families.
- Connect and collaborate with FMT directors—including other Crossroads churches and mid-week programs—to develop alignment and transitions between ministry areas.
- Recruit, develop, and lead Ministry Partners (MPs) (our volunteers) to be leaders in the preschool areas, as well as engage in shepherding MPs in their own spiritual growth and development. Coordinate MP schedules and assignments using Planning Center Services.
- Create and develop age-appropriate plans for kids and parents/guardians to engage in ministry and serving opportunities.
- Oversee all aspects of developing the preschool ministry experience to be engaging and relevant for kids and families, including—but not limited to—curriculum development, preparation, distribution, implementation, teaching, worship, tech, and creating environments to enhance teaching and experience.
- Work with FMT to develop age-appropriate experiences and opportunities for kids and youth with special needs.
- Work with the appropriate staff to develop, implement, and deploy all safety measures related to the preschool ministry area, including MP screening, classroom/building safety (Crossroads Kids and Youth policies and procedures handbooks), and supervising all bathroom needs.

- Collaborate with appropriate staff to create and develop additional experiences for preschool kids and families, such as worship and participation in adult services and family-style services.
- Work to develop and implement mid-week programs to support other ministries and events (i.e., Women's Bible Studies). Mid-week programs function like Sunday services and require additional duties including, but not limited to, recruitment and training of paid contract laborers, managing scheduling, maintaining bookkeeping forms and payroll for laborers, and working with the Crossroads bookkeeper.
- Assist leading and planning summer and special events.
- Work with communications and social media departments in creating digital and print communications for parents and MPs.
- Post lessons, resources, and other content to the preschool Facebook group and other social media sites.
- Attend weekly staff and team meetings.
- Attend a discipleship/huddle group regularly (weekly or biweekly).
- Pursue emotional growth and health through personal counseling.

Personal Qualifications and Accountability:

The successful candidate will possess the following qualifications and characteristics:

- 2 years' experience working with children in a ministry setting and/or equivalent education.
- Proven relational leadership and a demonstrated willingness to work in collaborative and learning environments.
- Passion to see children come to know, love, and follow Christ, as well as support their parents as the primary spiritual leaders in their lives.
- Enthusiastic and gifted teacher focused on teaching age-biblical truth.
- A proficient communicator, oral and written, to parents/guardians and MPs, displaying an ability to develop positive relationships.
- Demonstrates an ability to recruit, train, and deploy leaders.
- Teachable, creative, self-starter who follows through and exhibits strong organizational skills.
- Commitment to growing in one's own spiritual formation, leadership development, and missional lifestyle.
- All pastoral staff and directors shall be accountable to the Executive Pastoral Team (Ephesians 4:11-12).
- Must be loyal to the pastoral staff and a team player working in cooperation with all staff, Board of Stewards members, and ministry leaders.
- Must complete a successful national background check.

Confidentiality / Conflict Resolution:

Working as part of the staff will involve knowledge of sensitive information regarding staff and members of the church. The Church requires that a strict code of confidentiality or information be maintained. Employees are prohibited from storing or divulging information outside the Church (either in written or electronic form) about any matter of the Church's business. See employee handbook for further information and the policy statement on conflict resolution.