

NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Director of Nursery and Preschool

MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

PRIMARY FOCUS

As a member of the children's ministry team you will be working closely with the Pastor of Children's Ministry and other members to complete the tasks required for the preschool and nursery ministry. You will be facilitating the safety and security of the children by screening potential workers. You will also assist in the recruitment of volunteers and continually be a source of encouragement to these volunteers.

MINISTRY RESPONSIBILITIES

1. GENERAL DUTIES:

- a. To work in close relationship with the pastor of children's ministries and other members of the children's ministry team.
- b. To help facilitate the security and safety of the children by carefully screening all potential workers, parent and non-parent volunteers.
 - Criminal record checks.
 - Ministry applications.
 - Statement regarding moral integrity.
 - Reference checks.
 - Interviews.
- c. To work with department supervisors in recruiting staff and assistants being careful to ensure correct adult/child ratio.
- d. To work in various areas of our current ministry, such as:
 - Computer data input and design.
 - Event planning, promotion and recruitment.
 - Curriculum development.
- e. To pray for all volunteer staff and be a source of encouragement.
 - Equip, train, and resource volunteer staff.



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2. SPECIFIC DUTIES PERTAINING TO THIS POSITION:

Nursery Department (6 months - Age 2)

- a. Oversee and facilitate all weekend staffing requirements:
 - Work closely with Nursery coordinators for each service in recruiting volunteers, as needed, to ensure proper adult/child ratio.
 - Work to develop consistent teams that will serve on a rotating basis.
- b. Ensure that toys are in proper working order and that all play areas are clean, safe and secure.
- c. Implement, upgrade and oversee the on-going security system to maintain the safety of the children.
- d. Use toys, books, and music that will direct the children to Jesus and a Gospel centered faith framework.
- e. Ensure that all regular volunteers are properly trained.
- f. Develop an ongoing recruitment plan.
- g. Develop strict security procedures.

3. SPECIFIC DUTIES PERTAINING TO THIS POSITION:

Preschool Department (Ages 2-4)

- a. Oversee and facilitate all weekend activities:
 1. Open Sessions.
 2. Assignment of teaching staff.
 3. Assignment of security staff.
- b. Oversee and facilitate all volunteer staff:
 1. Provide supplies and resources needed.
 2. Oversee room assignments and set-up needs.
- c. Aid in recruitment, training, care and appreciation.
- d. Monitor and facilitate all 'outside' activities initiated by teachers.
- e. Provide curriculum on a quarterly basis.
- f. Ensure that toys are in proper working order and that all play.
 1. Areas are clean, safe and secure.
- g. Ensure Bibles are provided for the Kindergarten grads.



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- h. Implement, upgrade and oversee the on-going security system.
 - 1. To maintain the safety of the children and the integrity of our volunteers.
- i. Provide a summer-free teaching program for the regular teachers.
- j. Organize and implement a Christmas Recital.

4. STAFF/OFFICE RELATIONS:

- a. Attend all weekly staff meetings.
- b. Attend staff functions as required.
- c. Attend staff retreats/planning sessions.
- d. Provide child care as needed for special events.

5. PERSONAL

- a. Maintain personal spiritual growth through daily prayer and Bible study and attendance at a weekly small group Bible Study.
- b. Maintain personal ministry growth through reading and attending appropriate conferences or seminars.
- c. Maintain marriage and family integrity through careful, close, and frequent examination of priorities.
- d. Maintain personal commitment to outreach.
- e. Support the many aspects and functions of Northview Church through attendance, giving, the encouragement of colleagues and prayer.
- f. Maintain integrity of work ethic.

STATEMENT OF RELATIONSHIPS

The Director of Nursery and Preschool reports to the Pastor of Children's Ministry and in turn the Pastor of Children's Ministry reports to the Executive Pastor.

QUALIFICATIONS

- A. Vibrant and on-going walk with the Lord Jesus Christ as Saviour and Lord (1 John 1:7).
- B. Call to His ministry and a shepherd's heart (Romans 11:29).
- C. Academic degree in a child-related area and/or obvious interest, passion, and experience in children's ministries (Matthew 19:14).
- D. Member or willingness to become a member of Northview Church (Hebrews 10:25).
- E. Bible knowledge and passion (Colossians 3:16; 2 Timothy 2:15).
- F. Willingness to work under the authority of the Children's Ministry Pastor (Romans 13:1).

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- G. Unwavering commitment to the evangelization and discipleship of children (Matthew 28:19).
- H. Understand and participate in the mission of Northview Church and of the Children's Ministry

PERSONAL CHARACTERISTICS

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with youth of all ages.
4. Able to communicate clearly.
5. Agrees doctrinally with church leadership on primary and secondary level beliefs.
6. Is known to have a lifestyle that honors and uplifts the name of Christ.